

**SN: 3538**

**GENERAL HOUSEHOLD SURVEY**

**1994-1995**

**USER GUIDE**

# GHS INTERVIEWER INSTRUCTIONS 1994/95

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## QUICK REFERENCE SHEET

Survey number	S0514
Field Office	Lorraine Polley Room 424 071-396-2259
Field Office	Michaela Pink Room 424 071-396-2281
	Answerphone 071-396-2432
Research	To be advised
Sampling	Frank O'Reilly Room 320A 071-396-2355
	Answerphone 071-831-7738
Field Period	1st of month - end of month (if extension week granted - up to 7th of following month)
Working days permitted	11
Placing pattern	If possible spread addresses evenly over the month (see p 12)
Household definition	Standard SSD
Household numbering	Only 1 household at address - record as 1. Multi-household address - record as 1,2 or 3 flax. no households
Max. no. households at address	3
Max. no. extra h'hlds per quota	4
Weekly transmission deadline	Midnight Sunday
Final transmission deadline	Midnight 1st day of following month (or 8th day of following month if extension granted)
Admin. time	Admin. time 3 hours Additional admin. time: 20 mins/household (codes 11, 21-22) 5 mins/household (other codes) Actual input time (self-completion data)
Outcome codes	(see p 25)
Return of work	(see p 27-28, 31)

Note: A double line in the margin means that the content has changed since 1993/94.

Order of paper documents

Transit note for self-completions, if used	)	weekly/
Person 01 - Self-completion(s), if used	)	end of month
Person 02 - Self-completion(s), if used	)	dispatch
Person 03 etc.	)	
Recall card	)	end of month
Multi-household sampling sheet, if used	)	dispatch

# **PART 1 BACKGROUND AND PROCEDURES**

## **1. BACKGROUND AND PURPOSE OF THE SURVEY**

There is a vital need for regular and related information about people and their living conditions and behaviour so that the government can monitor and evaluate the services it provides and plan for future service provision and social policy.

The General Household Survey is designed for this purpose. It provides the government with continuing information about the major social fields of Population, Housing, Employment, Education, Health and Income. Because all these topics are covered in one survey, it is possible to examine not only each topic separately but also the effect of each on the others. Clearly a person's education relates to their employment, their employment to their income, income to housing, health and family size.

The General Household Survey is unique in providing information about a number of social fields and their inter-relationships, for although departments produce their own information and commission their own studies, they do so in isolation, and one department's figures are not easily related to another's. Furthermore, they tend to collect information about the services they provide but little about the kinds of people who use them. The Census, of course, provides regular and related information, but its scope is limited and the collection takes place only once every ten years, which is too infrequent for many purposes. As this survey, like the rest of our surveys, is conducted on a voluntary basis, in the long run it may be possible to regard it as not only an economic but also a democratic alternative to asking for more information in compulsory censuses.

The topics mentioned above form what we have called the core material of the survey. These core topics will remain, although the detailed questioning may change over time. In addition, new topics that would not warrant a survey in their own right can be included for limited periods of time.

## **2. THE SAMPLE**

### **2.1 BACKGROUND TO SAMPLING**

Each year we call at about 13,000 addresses taken at regular intervals from the Post Office's list of addresses, the Postcode Address File (PAF). At these addresses we wish to interview all persons aged 16 or over living in private households

The sample is spread over England, Scotland and Wales in such a way that different kinds of areas and households are represented. Similarly, fieldwork is spread over the whole year to make sure that the sample is representative of all times of the year so that the survey can measure, for example, seasonal changes in employment, use of health services etc.

The PAF is the Post Office's list of addresses (or delivery points', as they call them) and postcodes for Great Britain. It is a good sampling frame in that it is as nearly as possible a complete list of addresses and, being held on computer tapes, it is relatively easy to use for drawing a sample. The addresses on your list have been selected at random from the 'small user' Postcode Address File, that is the file of delivery points

which receive fewer than 25 articles of mail per day. By using only the small user file we hope to avoid sampling large institutions and businesses. However, some small businesses or commercial premises may be sampled and appear on your address list. (Note, however, that you must call at all the sampled addresses to check for residential accommodation).

## 2.2 THE ADDRESS LIST

An example of a PAF address list, reduced in size, is included for reference on pages 6 and 7. The top two lines give general information about the quota. Working from left to right they give the following details:

### TOP LINE

Survey No.	The survey number, survey name and year will be constant throughout 1994/95 but, obviously, the quarter and month will change.
Survey Name	
Year	
Quarter	
Month	
Interviewer	The interviewer's name and number will be written in by hand in Field Branch.
Office Use	This gives HO the date on which the address list was printed.

### SECOND LINE

Area No.	This consists of a 3-digit number.
Posttown	This shows the posttown in which the addresses are located but bear in mind that this is not always the same as the geographical location. Often small towns or villages are included in the posttown of the nearest large town or city.
Sector	This shows the postcode sector in which all the addresses are located; it will consist of one or two letters and two or three digits. It is followed by the sector name. (The name has been allocated by OPCS and is not meaningful to the Post Office). All the sampled postcodes on the address list will start with the same letters and numbers as the sector printed here. A postcode is, in fact, completed by the addition of two final letters to the postcode sector. Thus, the sector may be shown as NR3 1AA and the postcodes as NRS 1AA etc.
Region No.	This is a 2-digit number.

### MAIN BODY OF LIST

The information in the main body of the address list is presented in 8 columns.

1. Address Serial No.	This is the 2-digit address number (often called the serial number).
2. Address	Normally this will be the full postal address. Very occasionally, the house name or number will be omitted and

replaced by an asterisk. If no extra information has been written in please telephone Sampling for instructions.

At some addresses on the list you will see the words: 'DIVIDED ADDRESS- PARTS LISTED ON THE PAF' . See section 3.2 'DIVIDED ADDRESSES'(page 13) for how to deal with these.

### 3. Postal District

There is no heading to this column which shows the postal district of the sampled address. This information is not always given on the PAF, and therefore on many address lists it appears only intermittently. Note that entries in this column are linked only to the address on that line.

- |  |   |
|--|---|
| 4. Postcode  | This column lists the postcode (up to 7 characters) for each sampled address.   |
| 5. MO<br>(Multi<br>Occupan-<br>cy<br>Indica-<br>tor) | If an entry appears in this column it is an indication that the address may be multi-occupied, i.e. more than one household may be living there. The number of households in the column should be treated only as a rough guide to the number of households you may expect to find at the address. There is no guarantee that this number is correct, and you will still have to call at the address and identify the number of households living there (see section 3 'Multi-household addresses', page 13). |
| 6. LA<br>(Local<br>Author-<br>ity)                   | This is the Local Authority code number on the PAF and is converted into the LA name at the bottom left of the sheet At the foot of the address list, there is an indication of which ward the code applies to.   |
| 7. W (Ward)  | This gives a code number for the electoral ward in which each address is located (for office use only.)   |
| 8. DHA   | This gives a code number for the District Health Authority in which each address is located At the foot of the Address List it tells you what the code relates to.  |
| 9. Grid<br>Ref.                                      | This gives the grid reference of the first address in the postcode shared by the sampled address. There are, on average, 17 addresses in each postcode so although the grid reference may not be the precise one for the sampled address, it will only be in an unusually widespread postcode area that the sampled address is far from the grid reference (See page 8 for how to use the grid reference).  |



S0509 GENERAL HOUSEHOLD SURVEY QTR3 OCTOBER E.W.

AREA NO: 326 POSTTOWN:WALLINGTON/SURREY

INTERVIEWER:

SECTOR: SM6 7 /HACKBRIDGE, BEDDINGTON

OFFICE USE: D60969

REGION 12

ADD SERIAL NO.	ADDRESS	POSTCODE	MO	LA	W	DHA	GRID REF.
		SM6 7		38J	642		
01	27 CORBET CLOSE	SM6 7AP		38J	22 642	52810/16580	
02	1 HACKBRIDGE GREEN	SM6 7AU		38J	22 642	52820/16590	
03	32 LONGFIELD AVENUE	SM6 7BA		38J	22 642	52820/16610	
04	20 PRINCE CHARLES WAY	SM6 7BP		38J	23 642	52870/16540	
05	1 LAKE GARDENS	SM6 7DG		38J	23..642	52860/16500	
06	11 GRANGE COURT, LONDON ROAD	SM6 7DT		38J	23 642	52870/16530	
07	34 ELMWOOD CLOSE	SM6 7EF		38J	23 642	52860/16550	
08	44 ELMWOOD CLOSE	SM6 7EP		38J	23 642	52850/16550	
09	FLAT 6/1 CLOVER WAY	SM6 7HB		38J	642	00000/00000	
	Divided address	Boxed part and any parts not listed on address list					
	Flat 1/1	Clover Way					
	Flat 2/1	Clover Way					
	Flat 3/1	Clover Way					
	Flat 4/1	Clover Way					
	Flat 5/1	Clover Way					
	Flat 6.1	Clover Way					
10	FLAT 4/1 VIOLET CLOSE	SM6 7HH		38J	642	00000/00000	
	Divided address	Boxed part only					
	Flat 5/1	Violet Close					
	Flat 6/1	Violet Close					

	Flat 1/1	Violet Close			
	Flat 2/1	Violet Close			
	Flat 3/1	Violet Close			
	Flat 4/1	Violet Close			
11	9 London Road		SM6 7HW	38J 22 642	52840/16610

ADD SERIAL NO.	ADDRESS		POSTCODE	MO	LA	W	DHA	GRID REF.
12	15 LEECHCROFT ROAD		SM6 7JF	38J	23	642	52830/16500	
13	27 ST MARY AVENUE		SM6 7JH	38J	23	642	52840/16510	
14	17 VICTORIA AVENUE		SM6 7JP	38J	23	642	52820/16510	
15	FLAT 3/23 FOXGROVE WAY		SM6 7JR	38J	23	642	00000/00000	
	Divided address	Boxed part only						
	Flat 4/23	Foxglove Way						
	Flat 5/23	Foxglove Way						
	Flat 6/23	Foxglove Way						
	Flat 1/23	Foxglove Way						
	Flat 2/23	Foxglove Way						
	Flat 3/23	Foxglove Way						
16	55 FOXGLOVE WAY		SM6 7JU	38J	642	00000/00000		

17	43 DEREK AVENUE	SM6 7LA	38J 23 642	52870/16480
18	54 BOND GARDENS	SM6 7LP	38J 23 642	52920/16490
19	9 BOND GARDENS	SM6 7LW	38J 23 642	52930/16490
20	67 GUY ROAD	SM6 7LZ	38J 21 642	52990/16500
21	6 WHELAN WAY	SM6 7NG	38J 21 642	52990/16520
22	354 CROYDON ROAD	SM6 7NR	38J 23 642	52870/16480
23	343 CROYDON ROAD	SM6 7PD	38J 23 642	52890/16480
***** LA	38J is SUTTON LB			
*****DHA	642 is MERTON & SUTTON			
*****WARD	38J22 is WANDLE VALLEY			
*****WARD	38J23 is WALLINGTON NORTH			
*****WARD	38J00 is (Name Unknown)			
*****WARD	38J21 is (Name Unknown)			
Sector	SM6 7 Major LA 38J is SUTTON LB			
Sector	SM6 7 Major DHA 642 is MERTON & SUTTON			

Most quotas, i.e. 23 addresses, should fit onto one page of A3 size computer print-out. However, if the quota contains a number of 'divided addresses' it may continue onto a second or even a third page. If the quota covers more than one postal sector the sampled addresses in each sector will be printed on a separate page.

If you have any difficulty in interpreting the computer listing or in finding an address (after following the recommended procedure) please telephone Sampling for further information (Ext. 2355); Make sure you have the address to hand when telephoning!

## 2.3 USING GRID REFERENCE ON PAF SAMPLES

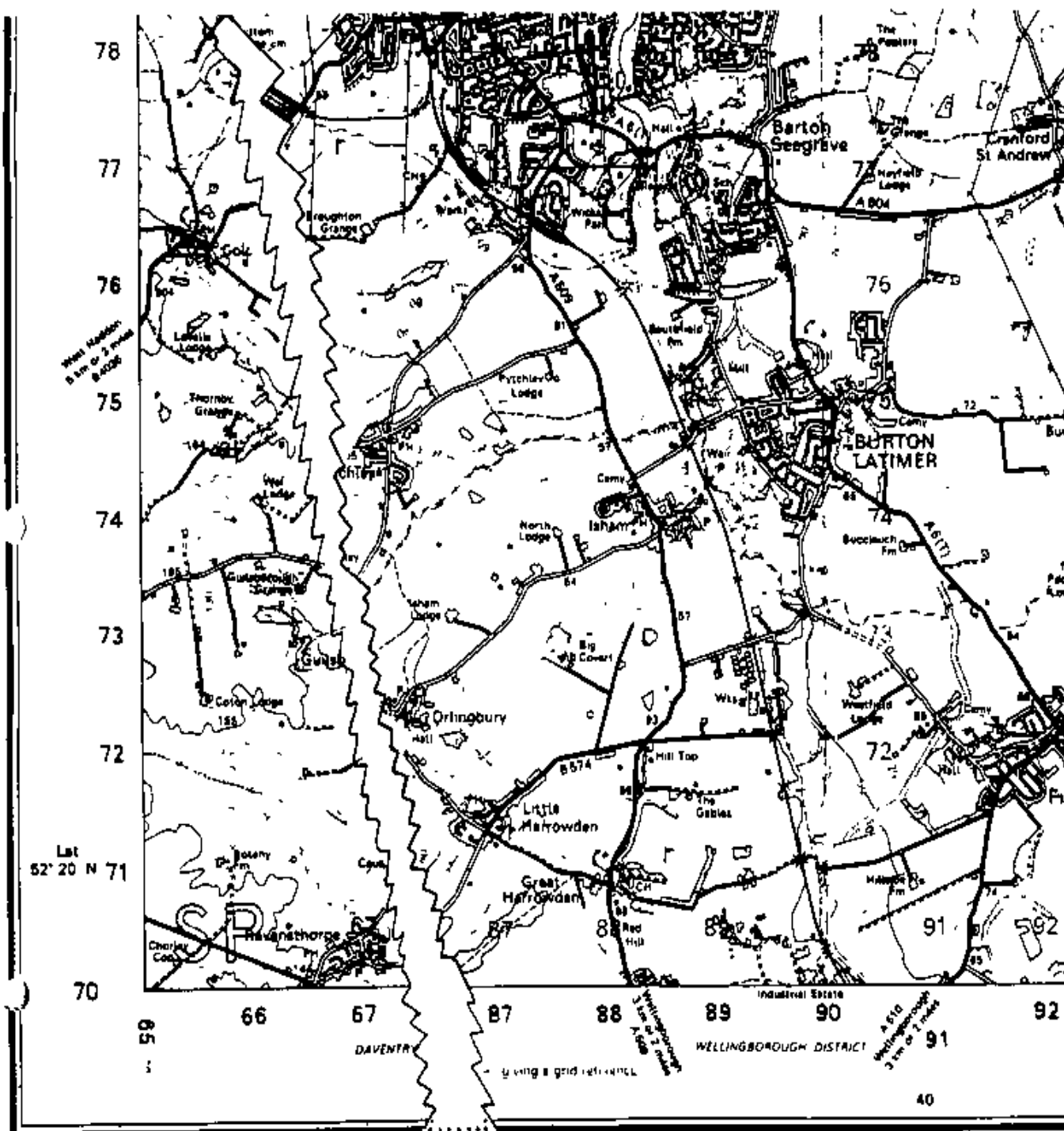
All PAF addresses have an Ordnance Survey grid reference attached to them. This is printed out on your address list. They are useful in planning your work in rural areas, particularly as addresses do not always fall within the posttown given on the address list.

You need an Ordnance Survey map of your area, which is fairly large-scale: 1 : 50,000 or 1 : 63,000 is best.

The first 5 figures of the grid reference give the reference along the bottom of the map. The second 5 figures the reference up the side of the map. (See example opposite).

A word of caution: not all the grid references will be completely accurate. There may be occasional errors in them and since the reference is for the first address in the postcode containing the sampled address, rather than the specific sample address, it is a guide to the locality of your sampled address rather than an accurate location. However, we understand that 90% of addresses are within 400 meters of the grid referenced address.

Grid references may still leave you unable to find some rural addresses and they are not as useful in urban areas, where a street map would be more useful. If you still have problems locating an address, please refer to section 2.7 'Addresses difficult to find' (page 12).



The sampled address is: 30, Woodland Drive, Burton Latimer and the grid reference is given as 49040/27560.

The first 5 figures of the Grid Reference give the reference along the bottom of the map.

The second 5 figures give the reference up the map.

Ignore the first digit in each case (4 and 2). These numbers only appear on the bottom left-hand corner of the map.

The next 2 digits '90' and '75' indicate which square the address is in. The 4th digit, '4' and '6', divides the square into 1/10ths. Ignore the 5<sup>th</sup> digit. 10

## 2.4 ADDRESS LABELS

In addition to your address lists you will be given a set of sticky labels - one for each address in your quota. You should stick the labels in your notebook which will save you copying out the address by hand.

All the information given on the label will also appear on your address list but in a different format. An example of the label you will be given is shown below.

00359/03	MO4
244 LONDON ROAD	
HADLEIGH	
BENFLEET	WARNING
SS7 2DE	DIVIDED
	ADDRESS
HADLEIGH	/WD11
CASTLE POINT CD	/GR58110/18690

Details shown on label

### LEFT HAND COLUMN

00359/03  
244 LONDON ROAD  
HADLEIGH  
BENFLEET  
SS7 2DE  
HADLEIGH  
CASTLE POINT CD

Area No. and Address Serial No.  
Address  
Postal District  
Posttown  
Postcode  
Sector name (allocated by OPCS)  
Local Authority name

### RIGHT HAND COLUMN

M04

Multi-occupancy indicator. This will appear only if the figure in the MO column on your address list is 3 or more.

\*\*\*\*\*

WARNING

DIVIDED

ADDRESS                      This will appear only if the address is, in fact, a  
                                 'Divided Address'

\*\*\*\*\*

WD11                              Ward code

GR58110/18690                  Grid reference of the first address in the  
                                 postcode shared by the sampled address.

## 2.5 SERIAL NUMBER LABELS

As well as receiving an address label for each address, you will receive 184 serial number labels for your quota. Each label has the region, quarter and area number corresponding to the numbers on your address list. The labels are to be used on the front pages of the self-completion booklets and recall cards in a box headed Region/Qtr/Area with the instruction 'stick label' next to it. Stick one label on each of these boxes!

REGION		QTR		AREA
24	/	3	/	603

You will need to write in the address and household numbers for each household always remembering to put a ONE in the household box where there is only one household at the address. If there is more than one household, number them 1, 2 or 3 as appropriate.

## 2.6 PROCEDURE FOR CONTACTING QUOTA

Your quota will consist of 23 addresses for each calendar month. Each quota should be completed within a maximum of 11 days, i.e. 11 journeys to and from area within the calendar month. If you think you might need more days you must contact the Field Office to find out if this is possible.

Because of this limitation on the number of days you are permitted to work, we do not require you to deal with a set number of addresses per quota week we do, however, expect you, as a general rule, to spread your working days over the field period so that you maximize the chances of gaining cooperation and achieve a reasonably even flow of work over the month. (For this reason work is allocated to interviewers who are available for at least 3 weeks of the quota period).

To ensure that you complete your work within the permitted number of days will require careful planning. Points you may find useful to bear in mind are:

- you do not have to deal with addresses in serial number order
- group your addresses and call on them in the order that is most economical
- to contact all addresses early in the quota so that you can adjust your work plans to allow for those who are away/difficult to contact etc.

If you are having any problems in completing your quota, please contact the Field Office immediately. Please note, however, that extensions to the permitted number of working days will be allowed only in very exceptional circumstances, and prior permission for this must always be obtained from

the Field Office. Similarly, any extension to the quota period must be discussed with and agreed by the Field Office in advance.

## 2.7 ADDRESSES DIFFICULT TO FIND

The PAF address list does not supply names of occupiers of each address and as a result some rural or obscure addresses are difficult to locate. Experience has shown that the most effective methods of locating difficult addresses were:

1. Asking local people
2. Asking at local Post Office or Sorting Office
3. Asking police.

If after consulting maps, visiting the area and inquiring locally you still cannot locate an address, there are two alternatives:

1. Telephone Sampling (2355) who may be able to provide extra information either from the PAF or from the Electoral Register.
2. Check the address on the Electoral Register, to obtain a surname, yourself.

You should decide which is cheaper. Obviously if locating an odd address in the Electoral Register involves a long journey, parking expenses etc., it would be better to telephone HQ. If, however, you have several obscure addresses and there is a copy of the Electoral Register locally, it would probably be cheaper for you to check this yourself. Please note this is only permissible when all other methods have been exhausted and it should only be necessary in a very small number of cases in rural areas. Make a note of any such calls on your claims form. Some Sub Post Offices have a copy of the Electoral Register to hand and may be willing to help you or you will find a copy in the local library.

## 2.8 WORK FLOW

Although there is no requirement for you to deal with a set number of addresses per week we do wish to maintain an even flow of work, i.e.. approximately 5 or 6 addresses per week. We would therefore like you to transmit your work to the office every week (by midnight Sunday) and at the end of your quota (by midnight the 1st day of the following month). This means, for example, that all work carried out between, say, the 1st day (Monday) and the 5th day (Friday) of a month should be transmitted by the 7th day (midnight Sunday). Similarly, work done between the 29th (Monday) and 31st (Wednesday) should be transmitted by the 1st day (Thursday) of the following month. Therefore, you will usually be making 5 transmissions every month.

It is important that you should return your work promptly at the end of each weekly period and at the end of the month. If you do not work in any weekly period (Sunday to Saturday) you must inform the Field Office immediately. If you cannot work for 2 consecutive weekly periods you must inform your Regional Office immediately (any change in your availability should have been notified to allocation).

## 3. MULTI-HOUSEHOLD ADDRESSES

### 3.1 BACKGROUND



The term 'multi-household address' relates to an address with accommodation for more than one household.

Most sampled addresses will contain just one household, but sometimes you may come across a multi-household address. This may occur, for example, when the sampled address is divided into flats which are not separately listed on the PAF. About 2% of all addresses are multi-occupied but the proportion will be much higher in Scotland and large cities.

Although the PAF has a multi-occupancy (MO) indicator, we have found that it is only reliable as an indicator of multi-household addresses in Scotland.

Hence in England and Wales 'The Concealed Multi-Household Procedure' is used for all multi-household addresses. In Scotland the MO indicator enables the use of 'The Pre-sampled Multi-Household Procedure' as well as 'The Concealed Multi-Household Procedure'. Both of these procedures are explained below.

Where you are interviewing more than one household at an address, always try to do all the interviews in the same week in order to prevent second hand versions of the survey being passed from one household to the next.

Instructions for both procedures are detailed below and you should familiarize yourself with those which are likely to apply to you, in particular the concealed multi-household procedure as you have no prior indication as to when you are likely to come across an address that is multi-occupied.

If you have any queries concerning these instructions or about the sample in general, please ring Sampling on ext. 2355.

If you are unable to contact anyone on this number or it is outside office hours a message can be left on the answerphone, 071-831-7738.

There are two types of address where the Multi-Household procedure will apply Divided addresses and Non-Divided addresses.

### 3.2 DIVIDED ADDRESSES

Most addresses are listed only once on your address list, these are non-divided addresses. (See address serial nos. 01-08, 12-14 and 16-23 on your example address list). A few addresses have more than one part listed on the PAF, these are divided addresses. (See address serial nos.: 09, 10 and 15 on your example address list). However, the PAF is not necessarily complete so one or more parts of the address may not be listed. This can happen at both non-divided addresses and divided addresses. For example, at a divided address the PAF may show a gap in a sequence of numbers (e.g. in a block of 5 flats where only flats 1, 3 and 4 are listed) or there is a part with an alpha suffix that is not listed (e.g. '69 Main Street' and '69B Main Street' are listed but '69A Main Street' is not).

Clearly we wish to ensure that those parts of an address that are not listed on the PAF are given a chance of selection, but we also want to ensure that those parts that appear on the PAF do not get a further chance of selection This is the purpose of the 'DIVIDED ADDRESS' procedure.

### 3.3 DIVIDED ADDRESS PROCEDURES

There are two types of 'Divided Address' procedures

- i. BOXED PART AND ANY PARTS NOT LISTED ON ADDRESS LIST (See address serial no.09 on your example address list)

- ii. BOXED PART ONLY (See address serial nos. 10 and 15 on your example address list).

Please be careful to follow the instructions for each procedure as given below.

- i. Boxed part and any parts not listed on address list

Check first to see if there are any unlisted parts at the address. For example, if you find a Flat 7, Flat 8 and Flat 9 at 1 Clover Way as well (see address serial no. 09) you should list the household(s) at '1 Clover Way' and the household(s) at the three flats (Flats 7, 8 and 9) which were not listed on your address list. Then follow the appropriate multi-household procedure to determine which households should be interviewed.

If there are no unlisted parts of the address then you should attempt to interview at the address in the boxed part. If you find more than one household at the address in the boxed part you should follow the appropriate multi-household procedure.

- ii. Boxed part only

Here you should not check to see if there are any unlisted parts at the address. Where there is only one household at the address in the boxed part, interview that household. If you find more than one household at the address in the boxed part you should follow the appropriate multi-household procedure.

### 3.4 NON-DIVIDED ADDRESSES

In most cases there will be only one household at the address which you should attempt to interview. However, there are two exceptions.

- i. You may find more than one household at the address on the address list.

In this case you should list all such households on the form provided and follow the appropriate multi-household procedure to determine which households to interview. In England and Wales you should always use the concealed Multi-household procedure. In Scotland you should use the concealed Multi-household procedure unless the address has a Multi-occupancy Indicator of 3 or more in which case the Pre-sampled Multi-household procedure should be used.

- ii. You may find a separate flat or building with the same number as the address on your address list but not listed on your address list.

For example when you go to '27 Corbet Close' (see address serial no. 01 on your example address list) you find:

'Upper flat, 27 Corbet Close' and '27A Corbet Close'

Then, in these cases, you should telephone Sampling for further instructions. This is necessary to confirm that '27A' is not already included on PAF and we are therefore not giving it two chances of selection. This is the purpose of the 'DIVIDED ADDRESS' procedure.

### 3.5 QUERIES

If you have any sampling queries please contact SIU on ext. 2355 or use the Answerphone 071-831-7738.

### 3.6 CONCEALED MULTI-HOUSEHOLD ADDRESSES

As mentioned earlier, you must be able to deal with multi-households should you have one in your quota. The first indication you would have of multi-occupancy is if the entry in the column headed MO on your address list is greater than one. However, it is possible that you will not find out whether an address is multi-occupied until you have actually started to interview.

The next indication you will have is if the address list is a divided address (see section 3.2). You may also get an indication of whether or not the address is a multi-household address on first gaining admittance to the building.

If you find the address is multi-occupied, check the entry on the address list carefully, paying particular attention to any instructions as to which part of the address you should interview at.

If the address on your address list (e.g.. 17 High Street) no longer exists because it has been divided up (e.g.. into 17a High Street and 17b High Street), you must telephone SIU to establish which part(s) of the address you should be including (if any). If you find that the address on your address list contains more than one household space, you must allocate a household number to each household space, starting with 1. This enables you, and us, to distinguish between the households (The serial number for the first household will, of course, already be on your household menu). The quota number and address number should be exactly the same for all households at the same address.

For these additional household spaces, the household numbers will not have been keyed into the computer system and you must therefore create and enter the household numbers yourself (see CAPI Instructions). You should then contact each household separately and interview each in the normal way - you may have to make several calls before you succeed in making contact with all the residents.

Take particular care to maintain confidentiality between households. Do not allow members of one household to see interview data relating to another.

### 3.7 CONCEALED MULTI-HOUSEHOLD PROCEDURES (ENGLAND AND WALES AND SCOTLAND)

You should familiarise yourself with this procedure before visiting any addresses as there may not be any indication on your address list that the address sampled is multi-occupied i.e. the MULT OCC column is frequently blank.

In this case you will take the top sheet from your pad of pink 'CONCEALED MULTI-HOUSEHOLD SELECTION SHEETS'. It is important that you do take the top sheet as there are four different types of sheet to ensure that all households get as equal a probability of selection as possible. On the front of the sheet enter the serial number for the address concerned in the top right hand corner and the survey number and name in the top left hand corner. After talking to a responsible adult at the address, list all the households living there at your first call. The listing procedure will vary according to the particular layout of the address, but it must be carried out in the way described below so that you (or another interviewer on a follow-up) can re-identify the household(s) that are selected:

a. if the address is a block of numbered flats you should simply list them in numerical order, starting with flat 1, 2, 3, etc. or A, B, C, etc.

b. If the address consists of unnumbered flats or bed-sitters, whether in a purpose built block or a converted house, you should list the flats in a systematic way, starting with the lowest floor and working in a clockwise direction on each floor (see the example of a concealed multi-household sheet opposite where an address containing four households is shown). On each floor, start from the front left-hand side of the property. Thus if the address contained eight households, four on each floor, you would list them starting with the flat immediately on your left on entering the main door.

c. If the address is marked as a 'DIVIDED ADDRESS' on your address list, you should list households only at those parts at which you have been instructed to interview, i.e.. if you are asked to interview at 12A High Street (and only 12A) and when you arrived you found four separate households within 12A then you would list only those four, you would exclude those at 12B, 12C, etc. However, if you were asked to interview at 12A and parts not listed and 12B was the only part listed, but the address contained C, D, and E, then you would need to list 12A, C, D, and E, and carry out your concealed multi-household procedures.

Remember to include all flats that are known, or appear, to be empty. However, ineligible addresses, such as business or derelict accommodation, should be excluded from your listing.

Column 4 tells you which of the households you are to interview at, according to the number of households found at the address. Ring the numbers of the selected households in column 1 (these are not the household numbers that you will eventually key in on the laptop computer or enter on the paper documents). Once the interview has been completed, enter the outcome code in column 5. The example opposite shows a completed form where there are four households found at an address.

The household(s) that you select should be numbered consecutively. If you select only one household this will become household 1. If you are instructed to interview more than one household the questionnaires for those households will be numbered 1, 2, 3.

You should return any completed multi-household sheets to the Field Office the end of the month.

### **3.8 PRE-SAMPLED MULTI-HOUSEHOLD PROCEDURES (SCOTLAND ONLY)**

If the number in the MULTOCC column is 3 or greater, the address is treated as a pre-sampled multi-household address. However, although we know that there is more than one household at this address, they are not all listed separately on PAF and we are therefore unable to carry out the sampling procedures for you. We are therefore asking you to sample the households to be interviewed having visited the address and listed the households at that address.

**CONCEALED MULTI-HOUSEHOLD  
SELECTION SHEET (A)**

Area 0123

Serial No 11

## List of Households

H/hld No (1)	Description of households eg. location and surnames (2)	No of h/hlds found at address (3)	Interview at households (4)	Outcome code (5)
①	Room, basement (Black)	1	1	
2	Room, ground left (Jones)	2	1, 2	
③	Room, ground right (Davis)	3	1, 2, 3	
④	1st floor/2nd floor (Nelson)	④	1, 3, 4	
5		5	3, 4, 5	
6		6	1, 2, 3	
7		7	2, 5, 6	
8		8	3, 4, 7	
9		9	1, 2, 8	
10		10	1, 6, 10	
11		11	2, 4, 5	
12		12	1, 2, 10	
13		13	5, 10, 13	
14		14	1, 2, 12	
15		15	4, 11, 14	

If more than 15 households please turn over.

Procedure

- Note down the households on the table above. This must be done systematically. If numbered then list in numerical order, i.e. flat 1,2,3, etc. or flat A,B,,C, etc. Otherwise start at the lowest floor and work in a clockwise direction.
- Ring the number of households found at column 3 Read column (4) to identify which households are selected for interview Ring the selected household numbers in column (1).
- Return this multi-household sheet to your regional office with the completed schedules for that address.

H/hld No. (1)	Description of households eg. location and surnames (2)	No. of h/hlds found at address (3)	Interview at households (4)	Outcome code (5)
16		16	2, 8, 14	
17		17	1, 15, 16	
18		18	10, 11, 16	
19		19	5, 10, 12	
20		20	10, 18, 19	
21		21	2, 3, 17	
22		22	14, 19, 21	
23		23	9, 17, 21	
24		24	2, 9, 14	
25		25	1, 7, 18	
26		26	6, 9, 19	
27		27	1, 3, 10	
28		28	8, 24, 28	
29		29	10, 15, 22	
30		30	18, 21, 24	

IF MORE THAN 30 HOUSEHOLDS  
RING SAMPLING  
GHS 2355 FES 2359  
NTS 2354 HEALTH 2276  
FRS 2355  
ANSWERPHONE 071-831-7738

In each case where the MO indicator is 3 or greater you will have been issued with a white 'PRE-SAMPLED MULTI-HOUSEHOLD SHEET'. The serial number for that particular address will be written in the top right hand corner of the sheet, and it is essential that you use the correct sheet for each pre-sampled multi-household address so that households are given their correct chance of selection. There are four different types of pre-sampled multi-household sheet and each has been allocated in a particular way such that all households have as near equal opportunity as possible of selection and it is therefore important that the correct sheet is used.

However, the number in the MULT OCC column of the address list is not a reliable guide to the number of household spaces that may be at the address. You are therefore asked to first determine the exact number by listing them, and then to select the household space(s) using the column provided.

In the first two columns you should list all the households living at the address at the time of your first call, plus any vacant household spaces. The listing procedure will vary according to the particular layout of the address, but it must be carried out in the way described below so that you (or another interviewer on a follow-up) can re-identify the household(s) that are selected.

- a. If the address is a block of numbered flats you should simply list them in numerical order, starting with flat 1, 2, 3, etc. or A, B, C, etc.
- b. If the address consists of unnumbered flats or bed-sitters, whether in a purpose built block or a converted house, you should list the flats in a systematic way, starting with the lowest floor and working in a clockwise direction on each floor (see the example overleaf). On each floor, start from the front left-hand side of the property. As with the concealed multi-household, start with the first flat on your left as you enter the main door.

REMEMBER to include all flats that are known, or appear, to be empty.

You will generally be instructed to interview at only one household at the address. However, occasionally the selection table will indicate that no interview is to be completed at the address (in which case the address will be returned as 'SIU instructed not to sample at address') or that more than one household is to be interviewed.

The example overleaf shows a completed 'Pre-sampled Multi-household Selection Sheet' for an address with an MO indicator of 9. The households have been listed systematically at the address following the procedure explained at (b) above (if the flats had been numbered then their numbers would have appeared). Nine households were found at the address and from column 4 it can be seen that household 4 is the one to be selected. If only seven households had been found then no interview would, have' to be carried out if twelve then households 7 and 11 would have been selected for interview. Ring the number of the household(s) to be interviewed in column 1 (in the example, household 4) and, once the outcome has been determined, enter the code in column 5.

The household(s) that you select should be numbered consecutively. Normally you will select only one household and will therefore number that household 1. If you are instructed to interview more than one household the questionnaires for those households will be numbered 1, 2, 3.

You should return any completed multi-household sheets to the Field Office at the end of the month.

#### Advance Letters

If you have more than 3 addresses needing Pre-sampled Multi-household

Selection sheets, we will send you all the letters and labels for your quota with the address list, so you can send (or deliver) the letters once you have done your selection.

#### Special Cases

a. If the address on your address list is marked 'DIVIDED ADDRESS', you should list households only at those parts as instructed on your address list, i.e.. 'BOXED PART ONLY' or 'BOXED PART AND ANY PARTS NOT LISTED ON ADDRESS LIST'.

b. Empty or ineligible units: Units that appear to be vacant should be included on your listing and, if selected, would be coded as vacant as you would with any other vacant accommodation. Any derelict accommodation should be excluded from your listing. Any business accommodation, for example shops, should also be excluded from your listing.

c. Selected unit contains more than one household:

Occasionally you may find that your chosen flat contains more than one household - i.e.. it is a concealed multi-household within a pre-sampled multi-household address. In this case you should follow the procedures for concealed multi-households as outlined above.

### 3.9 EXTRA HOUSEHOLDS PER QUOTA (ENGLAND AND WALES AND SCOTLAND)

In any one quota no more than four extra households from concealed and/or pre-sampled multi-household addresses should be included. For example, if two concealed multi-household addresses each produce the maximum of three households, then these are the four extra households. At every address after that you should select one household only, i.e. you should take the first household that your Concealed Multi-household Selection Sheet instructs you to interview. If in Scotland you are instructed to interview at two households at a pre-selected multi-household address, you will only interview at the first if you have already reached your limit of four additional households.

Enter outcome code 60 against those households that you are omitting because you have already included four extra households in your quota.

### 3.10 INSTITUTIONS

An institution is defined on the GHS as 'an address at which four or more unrelated people sleep; while they may or may not eat communally, the establishment must be run or managed by a person (or persons) employed for this purpose by the owner'.

An institution should be counted as **ELIGIBLE IF THERE IS A PRIVATE HOUSEHOLD USUALLY RESIDENT THERE**. In such cases, we want you to interview the private household(s), provided that the institution is their main or only address.



The instructions for dealing with addresses divided into parts (see section 3.3) also apply to addresses which are institutions. Therefore, if the address had more than one part you would include private households at all parts unless there was an instruction on your address list to interview at one part only or to exclude certain parts. For example, if the only address listed was 'Manor Hall Boarding School' but you found a 'Headmaster's Cottage, Manor Hall Boarding School', you would include private households living at the headmaster's cottage as well as any living at the school. If, however, the address was marked 'DIVIDED ADDRESS' with 'Manor Hall Boarding School' as the sampled address and the 'Headmaster's Cottage' also listed, you would not include private households living in the headmaster's cottage.

If you have any queries please contact Sampling on ext. 2355 or use the Answerphone 071-831-7738.

Survey Number

TO BE RETURNED TO FIELD WITH  
CALLS & CONTACT/OUTCOME SHEETPRE-SELECTED MULTI - HOUSEHOLD  
SELECTION SHEET (A)Area 1234  
Serial No. 08List of Households

H/hld No. (1)	DESCRIPTION OF HOUSEHOLDS eg location and surnames (2)	No. of h/hlds found at address (3)	Interview at households (4)	Outcome code (5)
1	Ground floor, front, LH side		No interview	
2	Ground floor, back	2	No interview	
3	Ground floor, front, RH side	3	No interview	
④	First floor, front, LH side	4	2	
5	First floor, front, RH side (Vacant)	5	2	
6	2nd floor, front, LH side	6	2	
7	2nd floor, back	7	No interview	
8	2nd floor, front, RH side	8	5	
9	Third floor	⑨	4	
10		10	6	
11		11	11	
12		12	7, 11	
13		13	4, 9	
14		14	9	

IF MORE THAN 14 HOUSEHOLDS PLEASE TURN OVER

Procedure

1. Note down the households on the table above. This must be done systematically. If numbered then list in numerical order, i.e. flat 1,2,3, etc. or flat A,B,C, etc. Otherwise start at the lowest floor and work in a clockwise direction.
2. Ring the number of households found at column 3. Read column (4) to identify which households are selected for interview. Ring the selected household numbers in column (1).
3. Return this multi-household sheet to your regional office with the complete questionnaires for that address.

H/hld No. (1)	DESCRIPTION OF HOUSEHOLDS eg location and surnames (2)	No. of h/hlds found at address (3)	Interview at households (4)	Outcome code (5)
15		15	4,8	
16		16	2,5	
17		17	9,13	
18		18	11,14	
19		19	8,18	
20		20	11,17	
21		21	16,17,21	
22		22	14,17	
23		23	10,18	
24		24	11,13,19	
25		25	1,17,24	
26		26	5,11,16	

IF MORE THAN 26 HOUSEHOLDS

RING SAMPLING

GHS 2354 FES 2366

NTS 2354 (2352)

LFS(C) 2352 LFS(A) (2355)

(2357)

ANSWERPHONE 01-831-7738

OPCS  
OFFICE OF POPULATION  
CENSUSES & SURVEYS

St. Catherine's House  
10 Kingsway  
London WC2B 6JP

Social Survey Division

Telephone 071-3962283

Your reference

Our reference GHS

Date

Dear Resident(s)

You may have read about the General Household Survey in the newspapers or heard about it on the radio or television. It is an important survey that the Social Survey Division carries out every year to provide government departments with facts and figures about life in Britain.

Social Survey Division is a part of the Office of Population Censuses and Surveys, a Government Department that carries out surveys for other Departments and official bodies, and is responsible for organizing the Census every ten years as well as the registration of births, marriages and deaths in England and Wales.

Interviews for the General Household Survey are carried out throughout the year and the households selected represent the whole of Great Britain.

This month, your address is one of the 1100 selected randomly from the Post Office's list of addresses. I am therefore writing to ask for your help.

Within the next few weeks, one of our interviewers will call on you. The interviewer will show an Official identification card, explain the survey to you in more detail and ask to talk to each adult in your household. The survey covers such topics as housing, employment, education and health. If you happen to be busy when the interviewer calls, he/she will be happy to call again.

The information you give is treated in confidence. The Office of Population Censuses and Surveys does not release this information in any way in which it can be associated with your name or address. No identifiable information about you or your household will be passed to other government departments, local authorities, members of the public or press.

By co-operating in the survey, you will be assisting the many government departments that use the results. We are very grateful for your help.

Yours sincerely,

Tom Tattan  
Field Officer  
General Household Survey

For further information, please contact me at the OPCS address above or telephone me on 071-396-2283 (Direct Line) or 071-242-0262 Ext. 2283 (OPCS Switchboard).



Social Survey Division



St Catherine's House  
10 Kingsway  
London WC2B 6JP

Direct Dial 071 - 396 2283  
Switchboard 071 - 396 2200  
or 071 - 242 0262  
GTN 3042

Fax

Dear .....

A few weeks ago we sent a letter to this address to say that it had been selected in our General Household Survey.

In fact, on calling I find that I do not need to contact everyone/ anyone living here.

I shall not therefore be calling again, so please disregard the original letter if you still have this.

Yours sincerely,

Interviewer

Social Survey Division



Social Survey Division



St Catherine's House  
10 Kingsway  
London WC2B 6JP

Direct Dial 071 - 396 2283  
Switchboard 071 - 396 2200  
or 071 - 242 0262  
GTN 3042

Fax

Dear .....

A few weeks ago a letter was sent to you, to say that your address had been selected in our General Household Survey.

I have called several times but have not managed to find you at home.

Since I have now finished all my work in this area, I shall not be able to call again. If there is another interviewer in this area, my office may ask him/her to call, but it is unlikely that we shall contact you again.

I am sorry to have missed you now.

Yours sincerely,

Interviewer

Social Survey Division

## 4. ADVANCE LETTERS/SIGNING OFF LETTERS

Advance letters will be sent to all sampled households in advance of your visit (example opposite). Letters will be sent out from HQ by second class post a week before the start of each month. They will be addressed to 'The Resident(s)' so of course you cannot assume that your informant will always have seen the letter, particularly if the address turns out to be a multi-household.

Spare copies of the advance letter will be sent to you as will 'signing-off' letters for use with ineligible or multi-household addresses, i.e. for households which turn out to be ineligible for interview or for households you have been unable to contact throughout the field period (examples opposite). Post the appropriate letter through the letter-post on your last visit to avoid anyone who received the advance letter, but did not see you, wondering what has happened.

### SCOTLAND ONLY

For quotas with pre-sampled multi-household addresses you will be asked to send out letters yourself once you have selected households using the selection sheet - see section 3 B (Instructions on this will accompany your address list

## 5. THE GHS INTERVIEW

### 5.1 WHOM TO INTERVIEW

The interview concerns all members of the household but only adults aged 16 or over are to be interviewed.

### 5.2 THE INTERVIEW QUESTIONNAIRES

There are two main questionnaires in the laptop program with an option in the Individual questionnaire to carry out a proxy interview Paper self-completion questionnaires for the sections on Smoking, Drinking and Family information are also available for the optional use of your informants

#### Household questionnaire

This questionnaire covers household composition/relationships, the main features of household accommodation, consumer durables, tenure, migration and country of birth.

One Household questionnaire is completed for each household at which interviewing takes place, usually with the head of household and/or spouse or partner (Some questions specifically relate to HOH).

#### Individual questionnaire

This questionnaire covers the following topics: employment, pensions, education, health, smoking, drinking, elderly, family information, and income.

Every eligible member of the household aged 16 or over should be included in at least one Individual questionnaire. Each questionnaire can cope with one or two adults (and any children aged under 16). Larger numbers are dealt with by repeating the same interview program, later in the same visit or at a subsequent visit.

MARRIED OR COHABITING COUPLES should always be assigned to the same Individual questionnaire even if you can't interview them both on the same occasion.

Other adults should be assigned to an Individual questionnaire of their own (2 persons to one questionnaire if possible but one person per questionnaire is also acceptable).

You should try to interview as many adults as you can on the same visit and to interview members of a couple concurrently, i.e. with both present at the same time, and switching between one person and the other as you go through the questionnaire. Note however that a series of questions may be directed to one specific person and (perhaps) then be repeated again for a second person. When interviewing two adults (concurrently) in the same questionnaire, please make sure that both of them reach the end of the program.

In certain situations it may be necessary to arrange appointments to interview some of the adults on different occasions. If such an appointment is subsequently broken and cannot be rearranged, such that you ultimately only interview some of the adults, this counts as a 'partial' interview.

#### Proxy questionnaire

The Proxy questionnaire is a shortened version of the Individual questionnaire and can be used in certain circumstances when an eligible member of the household cannot be interviewed in person. (For the conditions in which a proxy interview may be taken, see section 5.3 on page 21.)

#### Family Information and Smoking/Drinking self-completion questionnaires

There are separate Family information self-completion forms for women aged 16-59 according to their marital status and one form for men.

These are:

- D - for married/cohabiting women (grey)
- E - for single women (pink)
- F - for widowed/divorced/separated women (blue)
- G - for men (peach).

There is one form for Smoking/Drinking:

- H- for young people aged 16/17 & (for Drinking) persons aged 18 & over.

For notes on the use of these forms, see the instructions for the Family Information and Smoking/Drinking sections of the Individual questionnaire.

Note: After the interview you will be inputting (and transposing) the information on the self-completion forms into the appropriate sections of the Individual questionnaire in the laptop program.

#### Recall card

The card is completed for every fully or partially co-operating household at the end of the interview, i.e. after all the household members have co-operated.

### **5.3 WHEN TO TAKE A PROXY INTERVIEW**

In certain circumstances it is permissible to take a proxy interview rather than lose information about a member of the household.

Conditions in which a proxy interview may be taken

- a. Where the informant is senile, mentally backward. or totally deaf.
- b. Where the informant is ill and will not be well enough to see you before the end of the field period.



c. Where no contact can be made with an informant during the field period, e.g. where an informant is away or in hospital for the whole of the remaining field period.

NB If you are told by another member of the household that the informant is 'never in', you should still recall several times in the hope of seeing the informant in person before resorting to a proxy interview consequently, the 'proxy' should usually be taken on your last visit to the household.

d. Where an informant is 'too busy' or 'not interested in this sort of thing', provided the informant gives permission for the proxy to take place You should always recall in order to explain the survey in person before accepting a proxy. In no circumstances should you take a proxy simply on the strength of another member of the household saying that the informant is 'too busy' or 'not interested in surveys'.

e. Where an interpreter is used who is not a member of the household

In all these cases you should take proxy information, but remember that it is a drastically shortened version of the Individual questionnaire In the case particularly of (d) above, a proxy interview is a last resort - i.e. it's better than nothing, but that's all.

There may be other circumstances in which it would be sensible to take proxy information But, in such cases, ring the office for a ruling first In all cases where a proxy is taken, we need a clear description from you in the Admin. Block as to why the proxy was necessary.

## 5.4 PERMISSION TO TAKE A PROXY

Wherever possible it is advisable to ask the informant for permission to do the proxy before interviewing another member of the household on his/her behalf. This is particularly true in the case of those who are 'too busy', 'not interested', or 'never in', because their excuse may simply be their way of saying that they don't want to be interviewed.

NOTE - If you never see the informant in person, ask another household member to obtain the informant's permission for you (Obviously there are still some cases where one might do a proxy interview without permission - e.g. if the person in question is senile, or away until after the end of the field dates etc.)

- Proxy information is generally better obtained only from a close relative. However, in some cases, particularly with elderly people, this may not always be possible You should use your judgement of good public relations, bearing confidentiality in mind If you are in any doubt, ring the office for advice.

## 5.5 USE OF INTERPRETERS

In some households there may be a language barrier, in which case you may have to use an interpreter in order to help you obtain all or part of the information. In these circumstances the following rules apply:

a. If the interpreter is a member of the household aged 16 or over: use the Individual questionnaire and ask all the questions.

b. If the interpreter is a member of the household aged under 16: use the Individual questionnaire but omit the Family Information questions by entering code 4 at question SelfCom3.

c. If the interpreter is not a member of the household: select the Proxy option in the program.

Remember to record a note in the Admin. block (Individual questionnaire) about who acted as interpreter.

## 5.6 LENGTH OF INTERVIEW

This depends on the composition and circumstances of the household - and in particular whether the elderly section for those aged 65 and over applies -but please set aside approximately 70 minutes for a 2-person household, -. 'a good hour' and 45 minutes for a 1 person household.

## 6. CONVENTIONS

### 6.1 OPINION QUESTIONS

Whenever questions are marked with [\*3, i.e. an asterisk contained within two square brackets, use the standard opinion probes. In composite questions, some parts may be treated as opinion questions and others not.

### 6.2 REFUSAL OR 'DON'T KNOW' ANSWERS

While the survey as a whole is voluntary, once people have agreed to take part please try to discourage refusals at particular questions or for a whole section. The computer only provides 2 keys to cover 3 categories of missing data, i.e. 'Refused', 'Missing' and 'Don't know'. You will therefore have to enter 'Refused' by using the 'Missing' keys, i.e. the right-hand square bracket (3), and keeping a separate note of the question in your notebook to help you assign an appropriate personal or household outcome code later on.

'Don't know', in contrast to a refusal, is a possible answer at most questions although all reasonable effort should still be made to establish the information before accepting this response. It is very much a last resort. 'Don't know' is entered by pressing C(left-hand square bracket). However, always use the 'Don't know' code on the screen in preference to the C key if such a code is available to use.

### 6.3 MISSING INFORMATION

Its important that you try to obtain an answer for all questions. However, if an informant is unable to provide you with an answer, you should probe for an estimate. (There are special cards to help you to do this at the income section). If the informant cannot provide an estimate, this should be recorded as missing. You can also enter information as 'missing' if it seems likely that your respondent can look something up for you, or improve upon an initial estimate, either later in the same session, or occasionally when a subsequent visit is necessary, e.g. to interview teenage children of your informants. If it can,

(I)Enter as 'missing', i.e. the 3 (right-hand square bracket) key, which displays on the screen, or input the best estimate you are given,

(ii)Make a note of the section, question name and person number (if applicable) in your notebook to make it easier to trace the question again later

NB If new details are entered this may affect the program routine and further or different questions may have to be asked of your informants

### 6.4 HARD AND SOFT CHECKS

There are two kinds of checks included in the laptop program:

- soft-checks: these mainly check extreme or implausible answers They can be over-ridden if the answer proves genuinely by holding down the Shift key <↑> and tapping the F3 key Make a note to explain the reason(s) that you have suppressed the warning by using the <Ctrl + F4>keys;
- hard-checks: these are only used for logical impossibilities, the inconsistency must be resolved before you can continue.
- The check will display the question or questions that have contributed to the triggering of that check To return to the question that you wish to correct you can use the arrow keys (if necessary) to take the highlight bar down to the question that you wish to change and then press <Enter> to return directly to that question.

When presented with a hard or soft check you should take the following action:

(i) CHECK THE SCREEN Is the answer, as recorded, the answer that you intended to put in? If not, rectify the mistakes and merely explain to the respondent that you had mistakenly pushed the wrong keys, yielding an answer that the computer wouldn't accept

(ii) if YOU HAVE ENTERED THE ANSWER INCORRECTLY, query it politely with the respondent, in terms which do not apportion blame e.g.

'Can I just check that I entered that answer correctly? It says (CONVEY SUBSTANCE or ERROR MESSAGE).'

This leaves open, from the respondent's perspective, the question of whether they gave you an inappropriate answer, or whether you made a mistake in entering the answer.

You should be well-placed to resolve the anomaly, or over-ride the (soft) check if the recorded answer proves to be appropriate, without making the informant feel comfortable.

## 6.5 JUMP OPTIONS

It is possible to jump directly to different parts of the Individual questionnaire to complete or check that particular questions have been answered by the informant. To access the jump option hold down the (Ctrl) key and tap the <F1> key before selecting the particular jump question that you wish to go to. This facility is useful if you are re-entering a questionnaire to input self-completion answers into the program. (Coding of occupation/industry will be carried out in the Individual Admin. Block.)

The jump numbers to be used are listed below along with the question that follows that jump:

Jump number	Next question
1	SmokIntro
2	DrkIntro
3	FamIntro

These jumps take you to the beginning of the Smoking, Drinking and Family information sections. You can then use the right arrow (cursor) key to move to the question 'SelfComp' i.e.. the start of the self-completion questions.

## 6.6 MAKING NOTES

If there are any comments or queries on a particular question for our attention, please open the notepad facility <Ctrl 4 F4> and make your comments clearly (i.e.. the correct meaning is conveyed and understood by yourself and the office). You must always make a note explaining why you have over-ridden a soft check. Field Branch will then be able to follow up your queries quickly.

## 6.7 ROUNDING FIGURES

There is no provision in the questionnaires for fractions. Therefore numbers should be rounded to the nearest even number (e.g. 42+ should be recorded as 42, but 43+ should be recorded as 44.) Other fractions, of course, are rounded to the nearest whole number (e.g.  $41 \frac{1}{4} = 41$  or  $41 \frac{3}{4} = 42$ ).

## 7. OUTCOME CODES

The final outcome code is input into the Admin. block associated with the relevant Household questionnaire. Households should be assigned to one code, i.e. the first code that applies.

11 Fully co-operating household

21-22 Partially co-operating households

Households where you have finished interviewing and the outcome is either (11) full co-operation (i.e. every eligible member has been interviewed in person) or (21-22) partial co-operation (i.e. some of the information was collected by proxy or is missing).

In calculating the response rates on GHS both full (code 11) and partial interviews (codes 21 or 22) count positively for the overall survey response and to your own response scores if a full interview or proxy interview has been obtained for every member of the household. (You will be asked whether, and why, any proxy interviews have been taken ) However, it is very important that a fully co-operating household interview is obtained wherever possible.

11 Fully co-operating household - use this code if some questions are refused.

The minimum requirement for a partially co-operating interview (of any sort) to be included is (i) a completed Household questionnaire and (ii) the Individual questionnaire completed for at least one person aged 16 or over

Codes 21-22 are separately defined as

21 Partially co-operating but non-contact of some household member

22 Partially co-operating but refusal of some household member

### COMPLETE NON-RESPONSE

31 Refusal to HQ letter

The household has contacted HQ and refused to take part before you called We will notify you by telephone and/or a refusal form of any refusals to HQ Please do not use this code where an informant tells you that he/she has been in contact with the office unless you have confirmation that a refusal has been received from HQ. Code 31s will not be included in calculating interviewer response rates

32 Refusal at introduction/before interview

33 Refusal made during interview

Cases where the whole household refused to be interviewed at introduction before interview (code 32) or during the interview (code 33) Please ensure that all reasons for refusal are recorded Some analysis of refusals is carried out in the office, eg for possible reissues of households after the end of the quota.

41 No contact with any household member - no-one in household seen

Households that are definitely away until after the end of the quota period or where you were unable to contact anyone despite having made four or more calls spread over the month. You will be asked to give the reason(s) you think the household were absent. We do reissues on some code 41 (and 32-33) outcomes so additional questions will be asked to help a possible recaller.

#### INELIGIBLE

51 No trace of address

This code should be used only as a last resort where apart from the address list itself, there is no evidence that the address exists. You should follow the advice given in the 'Addresses difficult to find' section and you must have asked HO sampling for advice before using this code.

52 Postal address of a new building which is not yet built or completed(or under construction).(NB If completed but still empty or in the process of conversion, use code 54.)

53 Addresses that have been demolished, about to be demolished or derelict

Use Code 53 only if certain, otherwise code 54.

54 Empty at first call

An address that is empty or vacant at your first call, i.e. no-one is living there (even if you find out about this at a later date). A household could move in after your first call but it should not be included in the sample. You must establish that the address is empty, e.g. by asking a neighbor, caretaker, etc and describe the action that was taken.

55 Non-residential addresses that are used for business purposes only

56 Institution with no private household usually resident there

Use this code only if there is no private household for whom the institution is their main or only address, eg. a hospital. (See section 3.10.). Use the notepad facility <Ctrl4 F4> to describe the institution. NB: Households containing Roman Catholic priests are eligible.

57 Temporary accommodation only. second homes

Households living temporarily at the address but who normally live elsewhere

58 Household of foreign diplomats/US service men

59 SIU instructed not to sample at address

If you need to contact sampling for a decision on whether to interview at an address (e.g.. Number 15 and 17 knocked together to form one cottage) and they tell you not to interview at the address, code 59. Also use this code when no sample is selected at an address in Scotland, viz. at pre-sampled multi-household addresses where Sampling have given a specific ruling that no household is to be interviewed. You will be asked to quote (any) SIU query number allocated by Sampling.

60 No interview - four extra households already interviewed on quota

Use code 60 for households at concealed (concealed and pre-sampled in Scotland) multi-household addresses which are selected for interview but excluded because 4 extra households have already been included on the quota (See page 18, 'Extra households per quota').

## 8. PATTERN OF WORK

### 8.1 START OF THE MONTH

As part of your monthly fieldwork materials you will receive an address list, a set of address labels, and some serial number labels.

You should:

- (a) Affix the address labels to your notebook, one per double page.
- (b) Affix the serial number labels to the self-completion questionnaires and Recall cards as and when they are needed.

(Your interview addresses will have been automatically transmitted back to your laptop after an earlier transmission had been made, or when you are requested to 'call in' to enable your new addresses to be transmitted back to you for use in the laptop suite - CASEBOOK NB For the first few months of the survey year your serial numbers will be sent to you on disk).

## 8.2 DAILY PROCEDURES

Before each day's interviewing

- (a) Ensure that you have both your batteries fully charged - even if you hope (or expect) to use the power sockets in the homes of your informants

After each day's interviewing (and before the next)

- (b) Enter in the appropriate questionnaire(s) (i) any self-completion information which you have collected, and (ii) any information previously recorded as 'missing' which you have now obtained
- (c) Select the Back-up option on your management menu (see separate CAPI instructions) after inserting a floppy disk into your laptop. This makes a copy of the work done that day and stores it on your back-up disk (which you retain). NB You must do a back-up every day even if you have to defer the action at (b) above to the following day.
- (d) From your notebook make a list of information outstanding from that day which you now hope to obtain.

## 8.3 WEEKLY PROCEDURES

The week begins on Sunday and ends on Saturday This means that your data transmission for a given week should correspond exactly to the claims form that you submit for that week.

You must make your weekly data transmission before 12 midnight on Sunday. You should carry out the following:

- (a) Code and input occupation and industry for all interviews where necessary, i.e. current job, last job and/or unpaid (family job), in the Individual Admin. Block. (See Admin. Block instructions.)
- (b) Input (and transfer) answers from the self-completion questionnaire(s) into the appropriate section(s) of the Individual questionnaire on the laptop program.

- (c) Complete the Admin. block (current interview status, calls and outcome details etc.) for all households/addresses on which you have called during this week.
- (d) Before transmission, select the 'Back-up' option on your management menu and copy your weekly data to your back-up disk.
- (e) 'Tag' your interviews (cases) and select the 'Post to out-tray' option on your management menu before choosing 'Transmit by modem'. These procedures take completed interviews from your hard disk and transmits the data back to HQ (The data files are 'encrypted' at all times except when the questionnaires are open.)

You should transmit at the end of each calendar week, if you have done any work, and no later than the Monday of the next week. Failure to transmit may mean that your pay claim will not be processed.

- (f) Should you need to transmit interviews to HO by floppy disk, e.g. if transmission fails (and a disk is provided by HO), you should select the 'Transmit by disk' option at the management menu and return the disk to the OHS Field Office, Room 430 via the Survey Support Group, Room 224 (for virus checking). Note: retain your back-up disk.
- (g) Return any completed self-completions - with transit note - to Room 430.

(The same actions should be carried out at the end of your quota.)

A card listing the most important survey-related checks will be included in your rebriefing/training pack - see section 9.3.

## 8.4 END OF MONTH

You should make your final transmission for your quota before 12 midnight on the 1st day of the following month. (Or up to the 8th day if you have been granted an extension by the Field office.)

- (a) Take action as for sections 8.3 (a) to (g) above.
- (b) Return all Recall cards and multi-household sheets used in your quota to Room 430.
- (c) Return any interview/replacement/training disks to the Field Office via the Survey Support Group, Room 224 (see 8.3(f) above).

Note: self-completion forms (and any disks) should be returned to HO as a separate dispatch and not in the same envopak(s) as Recall cards or multi-household sheets.

## 9. ADMINISTRATION

### 9.1 CLAIMS

The survey number to be entered on claims forms is 514. The stage number will be the number of the month in which the field period falls. For example, if the field period is 1 February to 28 February, the stage number will be 02.

Please note that claims will not be paid until you have either transmitted your work for the week, or you have 'phoned the Field Office to explain why you have not been able to do so.

### 9.2 STUDY TIME

For interviewers working on CR5 for the first time:

Pre-briefing time = 8 hours

Post-briefing time = 1 hour

For interviewers who have worked on OHS and who are being rebriefed on the 1994/95 CAPI questionnaires see rebriefing pack for details.

### 9.3 ADMINISTRATION TIME

Admin. time = 3 hours per quota of 23 addresses

This covers

- (a) marking out map, sticking labels into/writing up notebook, backing-up data, transmitting data to HQ, and dispatching self-completions and other documents.
- (b) the cost of the electricity required to recharge the batteries for field work and to run the computer off the mains during administration work and input of (any) self-completion data.

The 3 hour allowance should be included on the final claim for your quota. Additional admin. time

20 mins per household - Interview (i.e. outcome codes 11, 21, 22)

5 mins per household - Non-response and ineligible

i.e. outcome codes 31-60)

This covers

- (a) coding calls and outcomes,
- (b) making notes/comments,
- (c) coding occupation/industry/household and personal outcomes,
- (d) inclusion of serial numbers on all self-completion documents,
- (e) inclusion of person numbers on all self-completion forms,
- (f) ensuring one is entered as household number (unless multi-household) on self-completion forms.

Self-completion input time

Please claim the actual amount of time you spend inputting the answers into the appropriate section(s) of the laptop program. As a guide, each self-completion may take between 4 or 5 minutes to enter, depending on the type of self-completion and the circumstances of your informants. Enter the time you are claiming for under 'Other time' on your claim form (activity code 2 -clerical) and also write 'self-completioninput'.

A check-card describing the various survey-related actions to be taken before transmitting or sending back your work to the office will be included in your rebriefing/training packs:

#### PROCEDURES BEFORE YOUR WEEKLY TRANSMISSION

1. Code 'Current Interview Status' in Household questionnaires for addresses at which you have called during the week but at which you have not yet started interviewing.



2. Code and enter occupation and industry for all completed Individual questionnaires (current job/last job/unpaid (family) job) in the Individual Admin. Block.
3. Input (and transfer) the answers in the self-completion (paper) questionnaires into the laptop program.
4. Complete Individual Admin. Block for all completed interviews (i.e. personal outcome).
5. Complete Household Admin. Block for all completed households. i.e. calls & outcome details).

#### CLERICAL CHECKS

6. Enter Person numbers on all self-completion forms.
7. Stick serial numbers on self-completion forms and Recall cards.
8. Make sure '1' is entered as household number (unless multi-household) on self-completions and Recall cards.

### 9.4 CLAIMS FOR DATA TRANSMISSION

Data transmission charges are charged for in the same way as ordinary telephone calls and will be included in your quarterly bills. To claim for this expense, calculate the cost of the call as you would a normal telephone call, using the information logged by the system, and write 'data transmission' ' against the amount on the claim form.

### 9.5 RECORD OF CALLS AND OUTCOMES

Please refer to your Admin. Block Instructions on how to record details of your calls and outcomes. Also ensure that you have a notebook for each quota for jotting down information to help you in planning your work. We will supply you with address labels for each serial number which can be stuck in your notebook.

### 9.6 RETURN OF SELF-COMPLETIONS/RECALL CARDS/DISKS

Self-completions should be sent back to the Field office (Room 430) at the end of each week and at the end of the month. A transit note should be completed (listing the households in address order) and included in the dispatch.

Recall cards and multi-household sampling sheets should be dispatched together (in address order) to Room 430 at the end of field work.

Please make sure that you have enough envopaks available to do this Let us know if you require extra envopaks Unused envopaks should be returned to the Office at the end of your quota Seals will normally be included with your materials.

If you are asked to return a disk, e.g. if transmission fails, please put it into a diskette holder and envopak/envelope and send it to Room 430, via the Survey Support Group, Room 224.

SELF-COMPLETION DOCUMENTS (AND DISKS) SHOULD NEVER BE RETURNED TO THE OFFICE IN THE SAME DESPATCH AS RECALL CARDS OR MULTI-HOUSEHOLD SHEETS.

## 9.7 ORDER OF DOCUMENTS

All the following paper documents for each household should be fastened together by tags not tied with laces, in the following order

(a) For households interviewed (coded 11 or 21-22)

Transit sheet for self-completions, if used ) weekly/end of  
Self-completion(s), if used ) month dispatch  
Person 01 -  
Family Information (D,E,F,G) and/or Smoking/Drinking (H) in alphabetical order;  
Person 02 - as for Person 01 .... and so on for all the person numbers  
Recall card ) end of month  
Multi-household sheet, if any ) dispatch

(b) For all other cases (coded 31-33, 41, 51-60)

No documents to be returned (except perhaps for any multi-household sheets) but remember to input details into the Admin. Block before you transmit your work.

## 9.8 SUPPLY OF PAPER DOCUMENTS (AND DISKS)

Always check through your items/materials very carefully before starting a quota. Allow time for any replacements to be sent from HQ.

A checklist will be sent out with each month's supply of materials Please refer to this to check that everything is up-to-date and complete.

Questionnaires and self-completions are sometimes amended during the GHS year To help ensure that you always use current items or materials, please use any replacement disks straight away and do not carry over paper documents from one quota to the next. Please destroy any out-of-date documents.

## 10. WHOM TO CONTACT

### 10.1 FIELD/TECHNICAL QUERIES

During office hours

Field Office	Lorraine Policy	Room 425	071-396-2259
	Michaela Pink	Room 430	071-396-2281
	Answerphone		071-396-2432

Research To be advised

Outside office hours

Please use the answerphone (number above) and leave a message. Someone from the office will then ring you back as soon as possible the following day. (Usual office hours 9am-5pm).

## 10.2.SAMPLING QUERIES

SIU	Frank O'Reilly	Room 320A	071-396-2355
	Answerphone		071-831-7738

## 10.3 RESPONSE PROBLEMS

If you receive 2 or more refusals in any one week you should telephone your local Support Trainer. Your trainer may be able to offer you some useful advice or may simply reaffirm that you have taken all possible courses of action to try to turn the situation around.

## 10.4 GENERAL PROBLEMS

Situations may arise which are not catered for in these instructions. In such cases you should either ring the office for advice or make full notes using the notepad facility <Ctrl4 FA>. This will ensure that the problem is drawn to the attention of Field Branch at an early stage.

## PART 2

### INTERVIEWER INSTRUCTIONS

### HOUSEHOLD AND INDIVIDUAL QUESTIONNAIRES

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## HOUSEHOLD SCHEDULE

### CHANGES TO THE HOUSEHOLD SCHEDULE FROM 1993/94

#### Amendments

The Household Grid has been moved to follow the Household Box.  
Family Unit is now derived automatically.

Precodes for the names of rooms other than bedrooms and the kitchen have been added to the variable OthRooms.

#### Deletions

Housing Finance  
Purchase of local authority housing  
Burglary

#### Additions

Questions at the beginning of the accommodation section for respondents age 65 or over and living alone.

IntDate      With split interviews, enter the date on which the Household Questionnaire was finished.

Household    The usual Social Survey definitions of 'household' and  
Box          'head of household' apply, as given in the 'Handbook for Interviewers' (1991).

Dob  
Age Refer to card H1the age chart, as necessary. (Card H is to be used for interviews dated 1st April 1994 to 31st December 1994 and Card Hi, on the reverse side, for interviews dated 1st January 1995 to 31st March 1995.) If someone refuses to give their age, then you will be prompted to give your best estimate.

Children less than 1 year should be recorded as '0', and persons over 99 years as '99'.

Marstat The GHS uses a different marital status prompt from the standard one described in the Interviewer's Handbook, because there are additional categories (Codes 2 and 7) for people who are cohabiting - code 2 if they are of opposite sex, code 7 if they are the same sex.

Code marital status without asking if it has been given spontaneously in answer to the question about relationship to HOH.

If you do ask Marstat, it should be as a running prompt 'Are you married, living together, single, widowed, divorced or separated?' Code 2 has priority over the single, widowed, divorced and separated codes.

Do not probe 'separated', but should an informant query the term, it covers any person whose spouse is living elsewhere because of estrangement (whether the separation is legal or not).

Record both partners of a homosexual couple as cohabiting if the information is volunteered. They will be treated as cohabiting for the tenure questions. Note that with cohabiting couples, as with married couples, the male is automatically taken to be the HOH. For same sex cohabiting couples, if they say they are joint heads of household, then the HOH is taken to be the elder of the two.

Marital status and age information collected in the household box should never be recoded in the light of answers to the Family Information section (see Individual Schedule instructions relating to the Family Information section).

ReltoHoh Please ask this, rather than just record it, as you might have done in the past. We have moved the grid forward (see P below) and don't want to have to ask you to record the information twice.

R You may want to introduce this section. A possible introduction is: 'There are a lot of changes taking place in the make-up of households families and this section is to help find out what these changes are. Could you please tell me the relationship of each member of the household to every other member, starting with the head of household.'

The section must always be asked for all households consisting of more than two persons. Added to ReltoHoh, it will give us the relationships between all members of the household. You cannot assume any relationship.

The Blaise program works out the ordering of the questions for you. It works down the grid, asking about the relationship of each person in the household to every other household member. It asks about the relationship of person 02 to person 01, person 03 to person 01 and person 02, person 04 to person 01, person 02 and person 03 and so on until you have completed the grid for the entire household.

Use the codes on the screen to represent the relationship. Treat relatives of cohabiting members of the household as though the cohabiting couple were married, if the couple are not a same sex couple That is the mother of a partner is coded as mother-in-law. For same sex cohabiting couples the mother of a partner would be no relative. Other relatives include cousins, nieces, nephews, aunts and uncles.

You should probe on this question, although be sensitive. It may be that someone described as a 'son' or 'brother' earlier is actually a stepson or half-brother. Where possible, we want to know the actual relationship. If you have doubts about any relationship, use the notepad facility.

A warning will sound if you enter information concerning the relationship which differs from that in the Household Box, if a stepchild is older than the person or if the same-sex cohabitee is entered. Check the answer with the informant and, if appropriate, override the warning, using SHIFT/F3. Do not recode the Household Box.

## PRESENT ACCOMMODATION

### Purpose of section

If it is to carry out effective housing policies, the Department of the Environment needs to be able to assess the extent and nature of the housing problem in different parts of the country. These questions which are designed to provide information for this purpose are concerned with certain basic housing standards. In addition, the GHS is used for monitoring the growth in the possession of consumer durables and central heating.

RelsNr1-      The accommodation section starts with these questions  
XRelsWho      if the respondent is aged 65 or over and there are no others in the household. The information collected will be related to answers in the elderly section of the individual questionnaire.

TypAccm      CODE FROM OBSERVATION

Here the description of the accommodation should refer only to the 'space' used by the household. Thus in the case of a house owner-occupier who sublets some rooms, you should code 6 or 7 to indicate that the household occupies only part of the house.

Bungalows (including 'pre-fabs') should be treated as whole house and coded 1, 2, or 3.

'Dwellings with business premises' covers those places where there is access between the private and business parts without going outside the building. If the address is a flat in a block, the bottom storey of which is a row of shops, then code 4 or 5 should be used.

Accommodation described as 'four in a block' should be coded either 4 or 5 i.e. purpose built flat or maisonette.

For public houses, inns and hotels: Use the appropriate code. This will usually be code 8.

Caravans - code 9 applies to all types of caravan and mobile home, both mobile and fixed.

Storey      The living part of the accommodation means the living room, lounge or whatever it may be called. If it is obvious which floor the main living part is on, code from observation. If it is not obvious, you must check with the informant.

## Questions about rooms

These refer to the accommodation occupied or shared by the household you are interviewing. Rooms which are usually (sub)let or which are let in the holiday season to another household or guests should be ignored altogether, even if they are unoccupied at the time of calling.

**Bedrooms** We require whatever an informant thinks of as a bedroom. Every household should have at least one bedroom, that is, a room in which someone sleeps.

**Kitchen** For our purposes a kitchen is defined as any room in which the household cooks - other than those which, in addition, are used as bedrooms. If there is more than one kitchen in the accommodation, please record the extra kitchen(s) at WhothRms, ringing the 'shared' code if any are shared.

There is a soft check if BedCook and Kitchen are both NO Accept NO if they have cooking facilities in a hall or on a landing, or use the kitchen in a restaurant. These are not kitchens for our purposes and should not be included. 22 count a pantry or a scullery if it is used for cooking, and an open plan room containing (say) a kitchen and sitting room, a kitchen and dining room etc.

**KitSize** For some analysis purposes and for comparison with the Census, small kitchens are not counted as 'rooms'; 6 1/2ft is an approximation to 2 metres.

**KitEat** Accept the answer given by the informant but, if queried, note the following points:

- the question relates to current usage
- meals should exclude just cups of tea or coffee.

**ShareKit** Count as 'shared' if shared with anyone outside the household, eg with people who work in a shop attached to the premises.

**OthRms** This question refers to all rooms other than bedrooms and kitchens and those rooms specifically excluded on the screen.

**WhOthRms** Code all other rooms (whether actually used or not), recording the name given to the room by the informant. 'Kitchen' can appear here as a room description - this is the name given in some parts of the country to the main living room, even though the room is not used for cooking - but make a note to confirm that the room is not used for cooking. It can also appear here if there is more than one kitchen used for cooking in the accommodation (see instructions at Kitchen)

Where a room is 'open plan' with dividers of some kind, portable screens should count as one room. If a dinette is given we need to know that it is separated from the kitchen by a (folding) partition. Alcoves are not separate rooms. An open plan kitchen/living/dining room should be counted only as a kitchen.

If you are in any doubt whether to include or exclude any particular room, describe the situation fully, noting in particular whether or not the room can be used all the year round. For example:

attic. loft. store-room - specify whether or not it (a) was built for living purposes, and (b) has a skylight or window;

conservatory. sun room. extension - note whether it can be used all year round or only in summer;

unusable room - specify in what way it is unusable, and whether the situation is temporary, eg while being renovated.

**CentHeat** Central heating includes any system whereby two or more rooms are heated from a central source, such as a boiler, a back-boiler to an open fire, or the electricity supply. This definition includes a system where the boiler or back-boiler heats one room and also supplies the power to heat one other room.

Where a household has only one room in the accommodation, treat it as having central heating if that room is heated from a central source along with other rooms in the house or building.

Central heating also includes under-floor heating and hot air ducts. Central heating does not include appliances plugged into the mains circuit at the wall.

If the informant is unsure whether there is central heating, ask if you may look at it yourself.

## CONSUMER DURABLES

Include items that are either owned by the household or available for use in the informant's accommodation. Broken items not intended for repair should be excluded.

With the exception of telephones, items available for communal use should be included only if they can be used in the informant's accommodation - ie count a shared vacuum cleaner that the informant can use, but ignore a washing machine used in a communal laundry.

Usually the items listed will be easily understood. However, there may be occasions when they need to be precisely defined.

**Video** Video-recorder - a machine for recording television programs from a TV set (in black and white or color) for playback later and for replaying pre-recorded video cassettes. Exclude video-disc machines, which cannot record programs from a TV set, but only play back pre-recorded video-discs.

**Freezer** Deep-freezer - a separate chest or upright cold storage cabinet used for freezing food for long periods of time.

Fridge-freezer - a two-compartment cabinet with separate doors; one compartment is designed for freezing food as in a deep-freezer, the other is an ordinary refrigerator. Do not count as a fridge-freezer the freezing compartment of an ordinary refrigerator. If someone has a fridge but not a deep freezer, 'Deep freezer or fridge freezer' should be coded 2.

**WashMach** Washing machine - include automatics and twin tubs, but exclude boilers with a hand agitator and separate spin driers.

**Drier** Tumble drier - this is a drum which dries by tumbling its contents in a stream of hot air (unlike a spin drier, which merely gets rid of water by spinning), some washing machines have a built-in facility for tumble drying, but in most cases tumble driers are separate machines

**Telephon** Mobile phones should not be included.



CdPlay	<u>CompactDisc Player</u> - this may be a free-standing unit or part of a 'music center' which has other audio functions as well.
Computer	<p><u>Home computer</u> - this should:</p> <ul style="list-style-type: none"> <li>- have a keyboard</li> <li>- be programmable</li> <li>- have to be attached to a display (eg a television screen or a screen made specially for the model).</li> </ul> <p><u>Include:</u></p> <ul style="list-style-type: none"> <li>- home computers and personal computers (eg ACORN BBC, SINCLAIR - SPECTRUM, ZX81), even if they are only used for playing games</li> <li>- computers owned by self-employed people and used for business purposes.</li> </ul> <p><u>Exclude</u></p> <ul style="list-style-type: none"> <li>- video games (not programmable and no keyboard)</li> <li>- computer terminals (used for transmitting and receiving information processed on a remote computer)</li> <li>- programmable calculators (have their own built-in display)</li> <li>- computers supplied by a person's employer for work purposes and not available for personal use.</li> </ul>
Car	<p>'Normally available':</p> <p><u>includes:</u></p> <ul style="list-style-type: none"> <li>- vehicles used solely for driving to and from work</li> <li>- vehicles on long-term hire.</li> </ul> <p><u>excludes:</u></p> <ul style="list-style-type: none"> <li>- vehicles used solely in the course of work</li> <li>- vehicles hired from time to time.</li> </ul> <p>If a vehicle is not currently available for use because it has been dismantled or is in some other way unfit for use, make a note as to whether it is repairable.</p>

## TENURE

### Purpose of section

The movement from renting into owner occupation has been one of the most striking features of the post-war housing and the ability of the GHS to monitor these flows helps to improve forecasts of housing needs.

**OwnerTen** This question wording has been altered to refer to the appropriate household accommodation. In general the accommodation will be in the name of a household member and, only on occasion (e.g. absent spouse) not be listed in the household box.

The identify of the actual owner must be established because it is needed at subsequent questions.

Where accommodation is owned by an individual outside the household note the following points

Treat as 'owns/is buying'

- accommodation owned or being bought solely by, or jointly with, an ex-spouse
- accommodation owned or being bought solely by, or jointly with, a spouse outside this household (away on business continuously for six months or more).

If the household rents the accommodation, give the person responsible for the rent even if it is rented from a relative, e.g.. an elderly lady in a separate granny flat paying nominal rent to her son who owns the house.

If the household lives rent-free, give the person responsible for the rent-free occupancy, e.g. give the HOH if the accommodation is a house owned by his parents; give wife of HOH if it comes rent-free with her job

Treat as 'rents/rent free'

- accommodation owned or being bought by a relative or friend or 'formerly owned by a deceased relative and now held in trust.

For code 3 to apply both the HOH and wife/partner must be members of the household.

If the owner or joint owner of the accommodation is an ex-spouse, then code 8 and specify the owner/joint owners.

Treat cohabiting couples, both heterosexual and same sex couples, as married.

**OwnRent** Although you are unlikely to find many shared and co-owners, they need to be identified to ensure that they are asked the appropriate questions in the rest of the tenure section. However, shared owners (but not co-owners) are included with renters when asking about Housing Benefit (HB).

**Co-Owner** Co-ownership is the joint ownership of residential properties (e.g. blocks of flats) by a group of people who have formed a registered co-ownership society.

Some housing association tenants may belong to a co-ownership or equity sharing scheme. The charges they pay for their accommodation include an amount towards the repayment of the collective mortgage on the scheme. They will usually identify themselves spontaneously at OwnRent. However, they sometimes find it difficult to say whether they are owner occupiers or renters. So as a check, all mortgagors are asked Co-owner which will determine whether respondents who describe themselves as owner occupiers at OwnRent actually own a share of the property with a Housing Association. A similar check for those who describe themselves as renting from a housing association is made at CoOwn.

Shared ownership involves an individual being part owner (whether on a mortgage or not) and part tenant of the property. The tenanted part is frequently owned by a local authority or housing association, who receives rent from the purchaser. The rented portion usually stands at between 25% and 75% but the purchaser may have the option of increasing the percentage s/he owns, eventually owning the property outright.

**Mortgage** Another scheme you may encounter is Rent to Mortgage. This scheme has been available since October 1989 in Scotland to tenants of Scottish Homes and the New Town Development Corporation and from April 1991 to local authority tenants. In Wales, it is available throughout the country to tenants of the Development Board for Rural Wales. In England, the scheme is only operating in Milton Keynes and Basildon but may be extended to other New Towns during the fieldwork period. Anyone purchasing their home under the rent to mortgage scheme should be coded 2 at Mortgage and coded 3 at Co-owner.

**Landlord** You will need to prompt respondents who spontaneously say local authority as they could be coded 1 (Local Authority or Council) or 2 (New Town) or 4 (Scottish Homes).

Any person whose accommodation is tied to their job (code 1 at RentJob) should be coded 6 or 9 at LandLord. People in tied accommodation whose employer is a Local Authority, New Town or Scottish Housing Association should also be coded 6 (Employer).

A warning will sound if RentJob is coded 1 but LandLord is not coded 6 or 9. Check above but if the accommodation goes with thejCSb of someone who is self-employed (e.g. self-employed farmer, vicar) then it is acceptable not to be coded 6 or 9 at Landlord. Suppress the check.

**LandLive** Note that the question refers to the landlord living in the same building, ie not necessarily at the same

**CoOwn** Households who are part of a co-ownership scheme with a housing association should have been identified at OwnRent. This question is a final check on those renting from housing associations, co-operatives or charitable trusts: if you do find out at this question that they are part of a co-ownership scheme, use code 2 or if they are part of a shared ownership scheme use code 3.

For notes on co-ownership and shared ownership schemes see CoOwner.

## HOUSING BENEFIT

**HB** Housing Benefit, sometimes called a rent rebate or rent allowance, helps those on low income pay their rent. Before April 1990, Housing Benefit could also include a rate rebate but this has now been replaced by Council Tax Benefit. In most cases, this is deducted from the amount of council tax a person has to pay, although in some cases a lump sum refund may be received. The Council Tax Benefit applies to individuals not households so we do not want to record it on the household schedule.

**HbChk** This is a check to pick up recipients who may have said 'NO' to HE because Housing Benefit is deducted from the rent they are asked to pay or because the benefit is paid direct to the landlord.

**HbOthr** It is possible for a household to include someone else who is receiving Housing Benefit in their own right, e.g.

- in an owner occupied household, a teenage child who is paying rent to the HOH could be eligible for housing benefit.
- a household could include a tenant who is paying rent to the HOH/landlord in his/her own right and receiving housing benefit.

Hbothr is asked only if the household contains another adult apart from the HOH and partner. If the answer to Hbothr is 'yes' please check that it is a separate benefit paid to an individual household member and that there is no double counting, ie the same benefit is not recorded at HB.

## MIGRATION

Please explain the purpose of this section.

The extent to which people move, and their country of birth, are of interest to many departments because they throw light on the movement of population within Great Britain and from one country to another. Information about country of birth and ethnic origin are also important for population statistics and for identifying any needs for sub-groups of the population e.g. housing, employment, education. It may help to identify particularly disadvantaged groups.

Note that this section applies to ALL members of the household, including children.

**ResLen** Enter the number of completed years at the address.

Absences from the address which by their nature are temporary, ie without permanent intent, should be ignored. For example, a person now aged 22 who was born at this address, and whose only absence was when he went to university for three years at the age of 16, should be recorded in this column as '22' and not as '1' (year).

**Nmoves** The number of moves should include any that were from Great Britain or to Great Britain, but not any moves that were wholly overseas.

Great Britain exclude Ireland (North and South) and the Channel Islands.

NB: This question must be asked about children aged under 5. the words 'since he/she was born' may be substituted for 'in the last 5 years'.

**Cob** Some countries will have different names now from when informants or their parents were born. You should give the present name of the country; but, if this is not known, give the old name and actual place of birth. We can then substitute the present name in the office.

The six most common descriptions that will require probing are

- UK,GB: code England, Scotland, or Wales
- Ireland: code Northern or Southern (Republic of Ireland/Eire
- Pakistan' code East or West (ie Bangladesh or Pakistan)
- America' say whether USA or Canada
- West Indies' we need to know which island.

**Arruk** 'First arrive' means for any purpose whatsoever, including holidays.

**Origin** This is an Opinion question addressed to the person interviewed for the household questionnaire.

Do not code from observation except in the following circumstances: you may code 1 without asking the question where the person concerned is obviously white; and where he or she and both of his/her parents were born in Great Britain or Northern Ireland (ie Cob, FathCob, MothCob coded 1, 2, 3 or 4). You must not assume that code 1 at Origin applies to anyone you have not actually seen; in these cases the question must be asked.

Even in the circumstances described above, we suggest that you ask Origin (rather than coding it without asking) if you have already asked it or will need to ask it about another member of the household. From a public relations point of view it might seem odd to ask about the ethnic group of some members of the household and not others. This will particularly apply where there are children in the household whom you have not seen.

XOrigin Please make sure that any answers coded 'Black other'(4) or 'None of these' (9) are asked XOrigin and specified fully. This is important because the coders need to be able to sort out whether the person's parents belong to two different ethnic groups (eg white and Pakistani; Indian and Chinese) or two nationalities (e.g. French and Italian; Nigerian and Kenyan). Do not recode.

## INDIVIDUAL INTERVIEW

One Individual Interview should be completed for each member of the household aged 16 or over.

If anyone aged 16 or over cannot be interviewed in person, a Proxy Interview may be taken. (See Part 1, Section 10 for instructions on when a proxy interview may be taken).

### CHANGES TO THE INDIVIDUAL INTERVIEW FROM 1993/94

Sections reinstated

Elderly, last included in 1991

Smoking, last included in 1992

Drinking, last included in 1992

Sections deleted

Homeworking

Marriage, divorce and tenure

Contraception

Sport and physical activity

Mobility aids

## EMPLOYMENT

Purpose of section

This survey is one of the main sources for supplying the Department of Employment with information on the size and composition of the work force, and on the extent of unemployment. When linked with other sections, the employment questions help economic planners by, for example, exploring the relationships between people's qualifications and the type of employment they follow.

Work1WK1 Note that the definition of 'working last week' is consistent  
Work1Wk2 with the Labor Force Survey.  
Work1Wk3

'Work' at these questions means any work for pay or profit done in the reference week, even for as little as one hour, including Saturday jobs and casual work (eg baby-sitting, running a mail-order club etc). As some respondents may not consider a mail-order agency or baby-sitting to be 'serious' work, please be prepared to probe those (eg women with dependent children) to whom you feel this may apply. Even your youngest respondents who have not yet left school may have jobs such as a paper round or helping in a shop, and it is correct for them to be shown as doing paid work.

### Student nurses

Training for nurses is in a transition period. Some training is still being carried out under the traditional scheme and will be coded as work.

Others will be trained under the PROJECT 2000 scheme which is gradually being introduced. Project 2000 student nurses should be treated as students i.e. economically inactive and coded 4 at WorkWk3.

### Self-employed

Self-employed persons are considered to be working if they work in their own business, professional practice, or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit, or just being set up, etc.

Do not include unpaid family workers as working at this question - we will pick this up later, at UnpaidWk.

People on government schemes should be coded according to what they were doing last week - ie if they were working last week, they should be coded as such, but if they were at college, they should be treated as a student.

### WorkWk1

Include any persons who were absent because of holiday, strike, sickness, maternity leave, lay-off, or similar reason, provided they have a job to return to, with the same employer. Do not include those receiving redundancy payments who have no job to return to.

Do not include people who have a job fixed up but have not yet started work in it; such people should be coded 1 at WorkWk3.

### WorkWk3

Code 2: Looking for work

Include anyone who was out of employment but actively seeking work 'last week' eg registered at a government Employment Office, Jobcentre, or Careers Office, or at a private employment agency, answering advertisements, advertising for jobs etc.

- include informants 'on the books' of private
- ..employment agencies.
- ..include those doing voluntary work if they are
- ..also looking for work.

Code 3: Intending to look for work but prevented by temporary sickness or injury

- exclude anyone whose temporary sickness or injury has already lasted longer than 28 days (ie 4 weeks). Such people should be coded 4, 'None of these'.

Code 4: None of these

- include anyone who was economically inactive 'last week', ie. neither employed nor seeking work, eg.:
  - those who worked only for payment in kind, eg doing domestic work in return for board and lodging, but without any cash remuneration.
  - those who received on-the-job unpaid training, eg physiotherapists.
  - those doing voluntary work for which they receive no payment (other than expenses).
  - seasonal or casual workers who did not work 'last week', if none of codes 1-3 apply.

In 1994/95 several government schemes will be in operation and notes detailing these are set out below. The identification of those on government schemes is unfortunately going to become more difficult in the future than it has been before.

The main reason is that the Employment Department itself no longer delivers training, work experience, etc. The responsibility for organising and delivering the schemes is now held by Training and Enterprise Councils (TECs) in England and Wales and by Local Enterprise Companies (LECs) in Scotland. The TEC/LEC itself mostly contracts out the management of training programs to Managing Agents who organise specific placements at college or with employers or whatever.

Note that self employed people who are receiving an enterprise allowance are not regarded as on a government scheme.

The following notes should help you to recognise the main characteristics of each of the current schemes.

#### Youth Training

This can be delivered in a variety of ways. There is no set minimum or maximum duration, but it generally provides a two year integrated program of training, education, and work experience. The person usually starts the course at age 16 to 17 and finishes at 18 or 19. All those on Youth Training work towards a recognised National Vocational Qualification, or credit towards one.

YT schemes usually follow one of two formats:

- \* Those operated by employers, where the trainee is treated as an employee and receives training on or off the job.
- \* College-based schemes, where the college provides the training and finds placements for the trainee with a local employer to provide work experience.

#### Training for Work

This scheme was introduced in 1993 and replaces the Employment Training and Employment Action programs. It is mainly for those who have been unemployed for six months or more, and aims to offer people an opportunity to improve, update and learn new skills, or to do work of benefit to the local community. Those joining the scheme sign a Participation Agreement covering details of their individual program.

Training under this scheme is normally based at a workplace, but may also have an off-the-job element.

Informants may still use the old name for schemes which no longer exist. Employment Training, Employment Action, and Community Industry should all be coded as Training for Work.

#### Community Action

Participants in this scheme work part-time on projects which are deemed to be of benefit to the community, normally with a voluntary or charitable organisation. They will be expected also to be actively seeking work, and will receive an allowance equivalent to their benefit plus £10.

There is another scheme 'Learning for Work' which is a course of full-time education, so informants on this type of scheme should be treated as full-time students and coded 4, 'none of these'.

Trn If an informant spent part of last week with an employer and part at college, give priority to code 1, ie 'employer-based'. If a participant was ill or away from the scheme for another reason, code the usual place of training.

People on YT or Training for Work with an employer last week are treated as working last week and so questions about their main job apply to the YT or Training for Work job Those at college last week are treated as economically inactive and are routed to Activity.

Look Work These questions on looking for work and availability  
AbleStrt for work enable the GHS to identify unemployed under the standard International Labor Organisation (ILO) definition of unemployed

The 'last four weeks' means the four weeks up to and including last Sunday. Note that a respondent who was not looking for work but was looking for an ET or YT place should be coded 1.

AbleStrt An important aspect of job mobility is whether people are free to take up an appointment they may be offered. Prior commitments may prevent them taking up an offer. We therefore ask people whether, if a job had been available 'last week' (ie in the seven days up to and including last Sunday), they would have been able to start within two weeks.

UnemWtj1 UnemWtj1 is addressed to unemployed people  
UnemWtj2 waiting to take up a job that they have already obtained (code 1 at Work1Wk3). Note that employer government schemes are included as paid work.

Unemwtj2 is addressed to all other unemployed people (codes 2 or 3 at Work1Wk3).

UnempTim Here we want the total amount of time that the  
TimEnemp informant has been unemployed and actually looking for work, including any time the informant was temporarily sick, as well as the time spent waiting to take up a job.

Note that the period of 'wanting work' cannot start before the end of the last paid job, even if it was only a temporary 'fill-in' job. It may, however, start at any time after leaving the previous job e.g. a person may have been out of work for 10 years, but only looking for work for 3 months. Similarly, the current period of unemployment must have started since any government scheme.

#### JOB DESCRIPTION

These questions do not apply to the unemployed who have never worked and are not waiting to take up a job.

If a person holds more than one job concurrently, enter the 'main job', ie the most remunerative one.

Unemployed persons who have had a previous job - code 1 at UnemWtj1 - should be asked for details of their last job, even if they are waiting to take up another job. If their last job was an employer-based government scheme details should be collected about that.

Unemployed persons who are waiting to take up their first ever job (coded 2 at Unemwtj1) should be asked for details of the job they are waiting to take up.

For those on a government scheme, the preamble explains that for the purposes of the following questions, schemes count as employment.

Information about a person's job is collected to classify it into two different coding frames: OCC -Occupation Code, SIC - Industry Group.



Remember to code occupation and industry using your SOC Occupation instructions and Industry from the SIC 1991 instructions.

Level of responsibility: When asking about occupation please probe for level of responsibility (see notes at Empstat) and the appropriate code at Empstat.

Self-employed/employees: In general accept informant's answers, except:

1. Where there is doubt you should try to find out how they are described for tax purposes, and for National Insurance purposes. If the informant does not pay tax or NI, accept the informant's answer, but note that people working as mail order agents, pools agents, odd-jobbing, baby-sitting etc. are usually classed as 'self-employed'.

NB It is possible to be self-employed and work under contract to an employer and so be treated as an employee for tax purposes (eg in the construction industry.) Informants in this situation should be classed as self-employed.

2. For all directors and managers who say initially that they are self-employed, check whether they work for a limited company. If they do, they are treated as employees for tax and NI purposes and should be coded 'employee' here.

#### Agency employees

An employee obtaining work through an agency (eg a secretary, nurse etc) may be either an employee of that agency (eg the agency pays part of their NI contributions) or an employee with each different employer they go to. When probing occupation and industry establish which is the case as this will affect answers about length of time with present employer and number of new employee jobs started in last 12 months.

Empstat	Ask or record the answer as appropriate (see 'Handbook for Interviewers' P58) remembering that job titles can be a useful indication of level of responsibility but can also be misleading (eg a 'playground supervisor' supervises children, not employees and so should not be coded a supervisor).
Nemplee	The size of establishment is detailed for the analysis of occupational pensions.
SNemplee	Exclude from the total number of employees: <ul style="list-style-type: none"><li>- any relative who is a member of the informant's household</li><li>- any partners in a partnership (as they would also be self-employed).</li></ul>

Secndjob      A person should be coded as having a main job and a subsidiary job only if both jobs were held concurrently.

The 'main job' is the informant's most remunerative job.

NB If it is in the nature of a person's employment to work at the same job for more than one employer -eg domestic help, gardener etc - this should be treated as one job.

Someone should be treated as having a subsidiary job in addition to a main job if, for example, they are a school teacher who also teaches in evening classes.

WorkHrs      Hours of work

For employees, please check that they have not included any paid or unpaid overtime.

The self-employed are asked about the total hours they work in their main job including any overtime. Most self-employed don't think of themselves as working any overtime and so for all self-employed we want to record their total hours.

The following points should be noted:

- a. If a person has started a new job in the reference week, the usual hours should relate to what the person expects them to be in the future.
- b. In the case of people who are 'permanently on call' , make a full note of the circumstances and probe for the total hours usually worked when on call (excl. overtime) and enter this number of hours in the coding column.
- c. If the hours vary or the work is intermittent (eg casual workers), try to obtain the weekly average over the past few months.
- d. For teachers, you should accept the answer given, which may very well be in excess of the normal 27 or 28 hours.

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Page 23      Supplement (comes before Activity)

BenOff      The purpose of this question is to identify those who MIGHT have claimed the benefits or National Insurance contributions which are the subject of the questions UnBenA to NICred.

By 'claiming' we mean attended to use the facilities of the office. Those who went to an Employment Service local office only to accompany a friend should be coded 2 (No).

UnBenA)      Ensure that the reply concerns the reference week

UnBenB)      week only. Since BenOff refers to the past four months you need to be careful to focus the informant's attention on the correct period.

Since informants who have already told you about a paid job may be reluctant to also admit claiming benefit, those in work are asked the question with a special preamble. This stresses the fact that certain people who do have a paid job are also entitled to claim benefit.

IncSup) Some unemployed people are not eligible for  
INCred) unemployment benefit, eg they may not have paid enough National Insurance contributions, or they may already have received unemployment benefit for 12 months, or have earnings from part-time work, etc.

If they were looking for work and are available for work, they can claim Income Support from the DSS. Also, those not eligible for these benefits can still claim for their NI contributions.

People can get Income Support or National Insurance credits or both for many reasons, only one of which is being unemployed. It is important therefore to include only those claiming through an Employment Service Local Office (formerly an Unemployment Benefit Office). Thus, those claiming benefits or credits only through a DSS Office should be coded 2 (No) at both of these questions.

GHS Field Office  
16 March 1994

When recording the numbers of hours you should round any answer to the nearest whole number. However, if you get a half given in the answer, eg 37+ hours, you should round to the nearest even number; in this case it would be 38 hours. This rule should be applied to all questions of this type' throughout the schedule.

Activity As usual, 'last week' means the week ending last Sunday. The following points of definition apply:

Code 1: going to school or college

NB This category can apply only to persons who are under 50 years of age. Persons aged 50 or over must be coded 3-5.

During vacations, students should still be coded as 'going to school or college'. If their return to college depends on passing a set of exams, you should code 1 on the assumption that they will be passed.

The following persons are excluded:

1. students who say they are working or unemployed in the reference week (coded 1 at WorkWk1 or coded 1-3 at WorkWk3.
2. persons who are paid a wage or salary by an employer while attending school or college -they should have been coded 'working' at WorkWk1.

Code 2: permanently unable to work

NB This category can apply only to those under state retirement age, ie to men aged 16-64 and women aged 16-59. Other persons must be coded 3-5.

Include only persons whose inability to work is due to health problems or disablement. Persons who are permanently unable to work because of domestic responsibilities should be coded 4.

Code 3: retired

The intention is to include only those who, last week, had retired from their full-time occupation at approximately the retirement age for that occupation, and were not seeking further employment of any kind. Thus women who at a comparatively early age cease work in order to become housewives are excluded from this category.

Note that a retired person who last week was ill or in hospital etc. should still be coded to the normal status, ie retired.

Code 4: looking after the home or family

This covers anyone who last week was mainly involved in domestic duties, provided this person has not already been coded in an earlier category. There can be more than one person in a household looking after home or family.

Note that a person looking after the home or family who last week was on holiday or in hospital etc should still be coded to the normal status, ie code 4.

Code 5: doing something else

Include anyone for whom the earlier codes 1-4 are inappropriate, eg full-time students aged 50 or over (who are not permanently unable to work, retired, or looking after home/family), or people at industrial rehabilitation centers.

**UnpaidWk** An unpaid family worker is someone whose unpaid work contributes directly to a business, farm, or professional practice owned or operated by a relative, such as a wife doing her husband's accounts or helping with the family business.

## PENSIONS

This section is asked of all employees including those on government schemes, and the self employed regardless of age. Everyone else of retirement age (men aged 65+ or women aged 60+) skips the section.

**PenSchm** Informants who retired but are working again even though they are over retirement age, are asked PenSchm as they may be eligible to belong to their new employer's pension scheme.

**Eligible** This question on eligibility is being asked so that we can identify those who do not belong to their employer's pension scheme because they are ineligible. This may be because they work part-time, or have not been in the job long enough, or are too old, or because their type of work (eg manual) is not covered by the scheme.

**PersPens** This question now asked of everyone below retirement age because those not currently working may have arranged for a Personal Pension when they were in employment.

Personal pensions are provided by insurance companies, banks, building societies, unit trusts and friendly societies. They are flexible and portable i.e. employees can take their Personal Pension from job to job or transfer their pension savings into another scheme.

Since July 1988, all employees have been given the choice of starting their own personal pension in place of SERPS (state earnings related pension scheme). Previously employees not in an occupational scheme could arrange to pay for a Personal Pension plan, but they could not leave SERPS.

With a Personal Pension scheme, both employer and employee still pay full-rate national insurance contributions, and part of these plus tax relief are paid by the DHSS into the employee's chosen scheme.

Both employer and employee can make extra contributions directly into the employee's Personal Pension schemes in place of SERPS and get tax relief on them.

Perspens,      Use code 1 (Yes) where a contribution has been made  
SePrsPen      or is expected to be made between April 1993 and September 1995 inclusive.  
This will cover those in a personal pension scheme who make irregular  
payments or whose payments are frozen at present but have contributed  
recently or expect to in the near future.

PersCont      Code 1 (Yes) should be used if the informant makes an extra contribution to  
the scheme over and above those made by the DSS on their behalf. AVCs  
(Additional Voluntary Contributions) and FSAVCs should not be included.

SePrsPen      For doctors and dentists in general practice, only include personal pension  
schemes and not NHS pension schemes.

## EDUCATION

This section is designed to provide information about the education of the population we interview and to monitor changes in qualified manpower over time. Apart from the two Education Departments (for England and Wales, and for Scotland), other departments use these education data as background material.

The section starts with asking about present education and works back to qualifications obtained at school.

EducPres      'Leisure or recreation classes' cover any organised leisure time courses or  
classes which do not normally lead to an examination or qualification -i.e.  
they are not designed to further people's career or job prospects. Part-  
time courses which normally lead to an examination or qualification should  
be entered at Presed. Note that classes must be regular and have a teacher,  
instructor or supervisor. Teachers of leisure classes are not to be coded  
as attending classes they themselves teach.

AgeLftSc      Sixth form colleges should be treated as schools.

If informants tell you that they left school before reaching the minimum  
school-leaving age - currently 16 - because their birthday was in the  
holiday period between school years or terms, record them as having left at  
the minimum age

It is possible that an informant who reported in the employment section  
that 'last week' they were going to school or college, says that they have  
now left Please make notes if this happens.

EdNow      Note that this question refers to the present.

For students interviewed during their vacation, code the course/type of  
institution they were attending in the previous term, provided they will be  
attending again when the vacation is over. (If their return is dependent'  
on examination results, assume that the exam will be passed.) If next term  
they will be attending different type of institution (going from school to  
college) code the new one (You will of course only be interviewing  
students who are part of the household.)

Those training for a qualification in nursing, physiotherapy, or a similar  
medical subject may not regard themselves as being students, since they  
normally work in a hospital at the same time. However, we wish to treat  
them as students here because the practical aspect of their course is an  
essential ingredient of their training, which they must do to gain a  
qualification This ruling applies also to nursery nurses.

Stdents on a sandwich course, block-release course or the Youth Training  
scheme: code the college part of the training (1, 2 or 4) - it is  
immaterial whether the student is in the college or working part of the  
course at the time of interview.

Code 2 - studying at college or university full-time:

includes

- those studying for a degree in medicine and those studying for a degree in nursing or on Project 2000. Student nurses on Project 2000 are not employees but full time students receiving a bursary (grant).
- those studying at a Tertiary college.
- those on a sandwich course

Code 4 - studying at college part-time or on a day or block-release:

includes

- those studying in the evenings only
- those on any course lasting less than 3 months altogether.

LastSch      An informant interviewed between courses at different types of educational establishment should be coded to the type last attended. (Note: this is different from the procedure at PresEd).

Code 2 - university

include doctor who was at medical school  
(see note to code 4 below)

exclude Open University (as this is part-time education)

Code 3 - polytechnic (generally known as a central institution in Scotland): code the status of the polytechnic when the respondent left, not the present status if it is now a university

Code 4 - nursing school or teaching hospital:

include nurses, physiotherapists and others trained in paramedical subjects except those who attended a university or polytechnic full-time and were awarded a degree

exclude doctors; their practical work forms part of their degree course, and hence should be coded to 'university'

Code 5 - other types of college:

include all further education, other than at a university, polytechnic, or nursing college/teaching hospital, provided the course lasted at least 3 months, and was run by an education establishment, either in the State or private sector. There is no need to specify the type of college.

exclude courses run by employers for their employees (eg fire services, civil service, Armed Forces).

Code 6 - other      specify anything not fitting readily into codes 1-5, e.g. technical school, special school, Inns of Court.

Include at the appropriate code full-time education received outside GB.

AgeLftFt      If a respondent is coded at EdNowas studying at present, Lastsch refers to the age they completed their full time education prior to this course. Students studying for a second qualification should be asked how old they were when they completed their last course.

LevCode1      School Examinations  
The qualifications shown on Card B are usually obtained at school (including foreign schools), although it is possible to obtain them elsewhere. Encourage informants to look at the whole card For each type of exam passed, informants are asked how many subjects they have passed at each grade.

CSELev          CSE  
There is no pass or fail, therefore count all, according to grade, including ungraded subjects. This exam started in 1965.

GCSELev        GCSE  
GCSE replaced GCE 'O' levels in 1988.

OLevel          GCE 'O' level  
You need to probe firstly for when these exams were taken (even with older people, as they can be taken out of school) and, if it was 1975 or later, probe for grades.  
  
If a subject was passed at GCE 'O/A' level (Ordinary/Alternate, which is a level between ordinary and advanced) code 1 or 2, depending on whether it was before 1975 or not.  
  
If a subject was taken at 'A' level, but an 'O' pass was obtained instead of an 'A', code 1 or 2, depending on whether it was before 1975 or not.  
  
If a subject was given an 'unclassified' grade, record as code 3 (Grades D and E).

ASLevel        GCE 'AS' level  
The first awards were in 1989. An 'AS' level covers about half an 'A' level syllabus, the idea is that students can take more subjects to a higher standard than GCSEs. It is possible for a mix of 'A' and 'AS' levels to be taken. We are asking you to probe for 'AS' and 'A' level grades.  
  
NOTE 'S' levels are not the same: they are higher than 'A' levels and for our purposes are counted as 'A' levels.

Alevel          GCE 'A' level  
GCE 'A' level replaced Higher School Certificate (HSC) in 1951. Very few people have more than four GCE 'A' level passes.  
  
Respondents who obtained 'A' level before 1963 were not given a grade, so use code 4. Grade N at 'A' level is not a pass, it is given to those who fall short of requirements by a narrow margin.  
  
Include GCE 'S' level (Special level) at code 4.

The following Scottish exams are listed on Card C:

ScotExam        Codes 1-4  
Scottish Ordinar and Lower Grade exams  
The Scottish Certificate of Education (SCE) replaced the Scott4sh Leaving Certificate (SLC) in 1962. From 1973, grades were awarded in the SCE examination; therefore, as for OCE 'O' levels, probe for the year the exam was taken and, if 1973 or later, for the grades obtained.

#### Codes 5-7

##### Standard Grade

This is a new examination which has been awarded since 1986 in some parts of Scotland. It is similar to the GCSE exam which has been introduced in England and Wales. If someone has been awarded a Standard Grade examination then probe for the level obtained, ie 1-3, 4-5 or 6, 7 and no award.

#### Code 8

##### Scottish Higher Grade exams

Any number of passes may be obtained.

NB. Make sure the description of the exam agrees with the wording on the, questionnaire as some Scottish schools award certificates of attainment, which sound similar to those listed. If the description differs at all from that on the questionnaire, you should make a note.

#### QualsC

The following qualifications are listed on Card D.

#### Code 2

##### Clerical and commercial qualifications

Include in code 2.

- RSA' provided at least one sub-ect is commercial eg. commerce, shorthand, typing, book-keeping, office practice, commercial/company law, cost accounting
- Pitmans: except for their School Certificate
- London Chamber of Commerce
- Regional Examining Union (REU) Commercial Awards, provided at least one subject is commercial. The REU Boards include:

EMEU: East Midland Education Union

NWRAC: North west Regional Advisory  
Council for Further Education

WJEC: Welsh Joint Education Committee

YHCFE: Yorks and Humberside Council for  
Further Education

ULCI: Union of Lancs and Cheshire Institutes

- (SCOT)BEC qualifications in Secretarial and Office work (NB: (SCOT)BEC National/General/Higher Diplomas and Certificates should be coded 7 or 8 - see instructions below)

- all secretarial, book-keeping, shorthand/typing, comptometer etc. exams but NOT

- accountancy qualifications

- CSE/GCE/SCE qualifications in such subjects.

NOTE: City and Guilds do NOT set examinations in commercial subjects.

#### BEC/TEC/BTEC Certificates and Diplomas

(SCOT)BEC = (Scottish) Business Education Council

(SCO)TEC = (Scottish) Technical Education Council

BTEC = Business and Technical Education Council



Code 6: BTEC First Award - this is for the lowest level of award.

Code 7: include National/General Certificate or Diploma.

Code 8: include Higher Certificate or Diploma, SCOTVEC Higher.

If none of these, check whether it is : a commercial qualification (code 2) or a technical qualification (code 3).

The following qualifications are on Card E

QualsD

Code 1: Nursing qualifications  
The most common nursing qualifications which should be accepted in code 1 are:  
State Registered Nurse (SRN)  
State Enrolled Nurse (SEN)  
State Certified Midwife (SCM)  
State Enrolled Auxiliary Nurse (SEAN)  
Registered General Nurse (RGN)  
Registered Mental Nurse (RMN)

Do not accept:

First Aid Certificates (Red cross/St. John's Ambulance qualifications)

Health Visitor's qualifications, Nursery Nurses' qualifications (eg NNEB), and Dental Nurses'/ Hygienists' qualifications should not appear at code 1 but should be coded 8. You will then be routed to the questions asking for details of the qualification.

If in doubt about a nursing qualification, enter code 8.

Code 3: University diploma  
Take care to distinguish university diplomas from university degrees- codes 3 and 4 (they are shown as one group on the prompt card).

Codes 4,5 CNAAs degrees  
CNAAs = Council for National Academic Awards, a body which grants degrees in colleges other than universities. BEd = Bachelor of Education teaching degrees should be treated as a University First Degree and coded 4.

Code 7: This includes all foreign higher level qualifications such as foreign trade apprenticeships, commercial qualifications, nursing qualifications, degrees and similar qualifications obtained outside the UK.

Code 8: Note that 'in-service' training by an employer is excluded.

If Teaching (code 2) or University (codes 3-5) qualification or Other (code 8).

Qualdesc Describe the qualification fully, avoiding the use of initials where possible, except for example BA, PhD.

Where membership of a professional institution has been attained (code 41), details must be given of membership status eg member/ associate/associate member/graduate member/fellow etc. This information is needed in order to decide the status (level) of the qualification attained.

**Award** Record the awarding institution not necessarily the same as the education establishment which ran the course or where the examination was sat). This information is needed because in some cases the awarding institution will affect the coding: for example, an MA degree means different things in Scottish universities, Oxford and Cambridge, and other English and Welsh universities.

**Whereob** Qualifications obtained in Northern Ireland should be coded 1 ('UK').

**Major** Enter the major subject(s) only.

## HEALTH

The Department of Health needs information on the extent of sickness and the use people make of various health and welfare services.

If an informant has already mentioned health problems during the interview, please add the following preamble when you introduce the section:

'You've already talked to me about your health, and now I'd like to go on and talk about it in more detail, including anything you may have already mentioned.'

**LMatter, Cmatter** Please do not use Exp/How/Why probes here, simply record what the informant says.

**Limitact** If the informant has more than one complaint, use code 1 if any of the complaints limit his/her activities.

**NDysCutD** The 'number of days' required is the number within the specified 2 weeks, not the total number of days if the illness or injury started before the time period.

**DocTalk** 'Talking to a doctor' can mean seeing him (at home, surgery etc) or speaking to him on the telephone. In some cases informants may say that they called to pick up tablets or a prescription. You should enter details only if the informant actually talked to the doctor. Do not count social chats with a doctor who happens to be a friend or relative.

Exclude doctors seen abroad unless Forces doctors.

**NChats** If the informant has seen a doctor more than 4 times, code 4 and make a note about other visits.

**NHS** Private medical treatment is treatment which is paid for either by the informant or by someone else (eg an employer, an insurance company providing medical insurance cover).

If the doctor was seen at a Health Center, you will need to make a special check because Health Centers usually include both doctors' surgeries and health authority clinics (eg child welfare, family planning). You must therefore check whether informants saw the doctor in his capacity as a GP in his surgery at the Health Center (in which case, code 4) or whether they saw him as the doctor in charge of a district health authority clinic (in which case delete the entry).

**Docwhere** Note that the question is intended to cover visits to doctors in their own practices only. Therefore if it emerges at Docwhere, for example, that the doctor was seen at a hospital clinic or district health authority clinic, you should delete the entry.

OutPatnt      At this question, a 3-month time period is used, namely the last three complete calendar months prior to the month in which you are interviewing.

              Include -    visits to private hospitals and private clinics.

              Exclude -    doctors seen abroad unless Forces doctors.

                              -    day patients, they are now covered by Daypatnt

Daypatnt      Day patients are defined as patients admitted to a hospital bed during the course of a day or to a day ward where a bed, couch or trolley is available for the patient's use. They are admitted with the intention of receiving care or treatment which can be completed in a few hours so that they do not require to remain in hospital overnight. If a patient admitted as a day patient then stays overnight they should be counted as an inpatient.

              Include -    dialysis patients if they are admitted only for the day and not required to stay overnight.

NHSPDays      If more than 97 days, enter 97.

InPatnt      Include -    stays in private hospitals and clinics.

                              -    dialysis patients required to stay in hospital overnight.

NStays        An inpatient stay lasts from admission to discharge, so if an informant was sent home for the weekend during a spell as an inpatient, this just counts as one spell.

Nights        Record the number of nights actually spent in hospital on each stay in the last 12 months. Include stays in private hospitals and clinics. If there were more than 6 stays, enter the most recent 6. If there were more than 9.7 nights at a stay, enter 97.

              If a child or person interviewed by proxy is still in hospital, code the number of nights so far.

#### Glasses and contact lenses

There have been a number of changes over the years in the arrangements for dispensing glasses. From 1 April 1985 opticians doing only private work were not required to register with the family practitioner committee whereas previously all opticians had to be registered. It was thought that this would increase the number of outlets from which glasses can be obtained. From 1 July 1986, people who were eligible for NHS glasses were given vouchers which they could use to buy a cheap pair of glasses or put towards a more expensive pair. Previously they had to choose from a limited range of NHS frames. It was hoped that by increasing the number of dispensing outlets and widening the 'choice for those eligible for NHS glasses, people would be more willing to have regular sight tests and get (new) glasses where necessary. However, in April 1989 the rules about who was eligible for NHS sight tests were changed and this could make some people more reluctant to have regular sight tests.

Glasses      If informants have glasses or contact lenses but do not wear them they should be coded 'No'.

              If the informant is wearing glasses, code 1 at Glasses, start with "can I check" at G1Worn and omit precode 2 from the running prompt.

**GlWorn** If an informant usually wears lenses and keeps a pair of glasses only for emergency use, code 2 - 'contact lenses only' . Only use code 3 if he/she wears both glasses and lenses on a regular basis or at the same time.

**EverGlss** Include glasses and contact lenses obtained privately or on the NHS. Exclude ordinary (ie nonprescription) sunglasses and protective glasses (as worn by welders, etc).

**NewPrLyr** Include glasses and contact lenses obtained privately or on the NHS or obtained abroad. Exclude ordinary (ie non-prescription) sunglasses and protective glasses (eg worn by welders, etc).

Note that we want to identify those who have bought a completely new pair of spectacles in the previous year. This means that the respondent had new lenses fitted in new frames. Do not include new lenses in old frames. The reason for acquiring a new pair of spectacles is irrelevant. The fact that the spectacles were needed because of a mishap to the respondent's previous pair or that they may have been made up to the same prescription as earlier pairs does not matter.

As for contact lenses, if a single lens has been purchased to replace a lost or broken lens, the answer should be classified as NO except if the informant only wears one lens. If however two new lenses are purchased for whatever reason, the answer should be YES, new contact lenses.

**PrsLens** With contact lenses, a pair of lenses made up to one prescription would count as 1. Some people may require only one lens, either because only one eye requires a lens or because the sight of only one eye has changed: this would also count as 1.

A set of disposable lenses made up to one prescription should be regarded as one pair of lenses.

**SghtTest** Include sight tests by opticians in shops or stores. Exclude tests in hospitals, doctors' surgeries and clinics, and tests done abroad.

**WhoPaid** Because of an EC directive for a sight test on VDU operators, it is becoming more common for the employer to pay for a sight test. Count as informant paid (code 1) even if they only paid part of the fee. Also count as informant paid if someone else pays on behalf of the informant, eg a parent. If an informant has had more than one sight test and different codes apply, NO (code 3) has priority. Code 1 has priority over code 2.

**InsrTest** It is becoming more common for sight tests to be covered by an insurance agreement. Hence the need for this question.

**NHStest** Finally a question on whether the free test was an NHS test or whether it was provided free by the optician giving the test.

Note that adults are eligible for NHS tests for the following reasons:

- Student aged 16-18 in full time education
- Receives income support or family credit
- Dependent on someone receiving income support or family credit
- Has an A02 form entitling them to free sight tests
- Is a diabetic
- Suffers from glaucom
- Is over 40 and has a parent, sister, brother or child who suffers from glaucoma
- Needs particularly complex lenses
- Registered blind or partially sighted

Others can be given a free eye test at the optician's discretion.

## Children's Health

These questions are similar to those in the adult section, so only additional instructions are given here.

CutDown	The example given of a child's usual activities has been bracketed because it may be inapplicable in the case of very young children. It should, however, be used in all other cases.
DocTalk	Include being seen by a doctor at a school clinic, but exclude visits to a child welfare clinic run by a local authority.
Glasses-SghtTest	These questions refer to children and are similar to the questions about glasses and contact lenses asked of adults.
SghtTest	The questions about payment for the sight test is not asked for children under 16 because they are automatically entitled to a free NHS sight test.

## ELDERLY: TO PERSONS AGED 65 AND OVER

The client for this section is the Department of Health. The elderly, and in particular the very old, form an increasing proportion of the population in private households, and this has implications for the provision of services for the support of the elderly living at home. The section has been included previously in 1980, 1985, and 1991, and covers two broad areas:

- the extent to which physical limitations make life difficult for some elderly people,
- the contacts they have with relatives and friends, and the extent to which they use the various health and personal social services currently provided.

HearAid	An informant who has a hearing aid, but does not wear it, should be coded 'no'.
Stairs to Pubtrans	<p>These questions aim to establish whether or not informants are able to perform a number of activities which require varying degrees and different kinds of mobility. The emphasis is on what the informant actually does rather than what he or she may be physically capable of. The questions relate to the usual situation, so if an informant is suffering from a temporary reduction in mobility, we would like to know how he or she usually manages. However, if an informant feels that a recent reduction in mobility is likely to be permanent, then you should take this as the usual situation.</p> <p>Note that the questions are filtered, so that most informants are asked about some tasks only.</p>
xxxxOwn	These questions do not ask about the use of aids, but are restricted to establishing whether help is needed from another person. Thus an informant who gets up and down stairs on his or her own but with the help of a stick would still be coded 'on your own'.
xxxxEasy	<p>The dependent questions relating to ease or difficulty of managing are opinion questions, so if, for example, an informant who uses an aid says he or she manages very easily, you should accept this.</p> <p>Make sure you get the informant's opinion if there is someone else present in the interview who tries to answer for him/her.</p>
Stairloo, Stairbed	Enter code 2 if the informant uses a commode or a bottle, or does not need to use the stairs in the normal way because there is a stair lift.

xxxxHelp	If help is received from someone outside the household, please give a description, eg, daughter, neighbour, home help, district nurse.
House	As we have already asked about stairs and steps, we only want to know about getting round on the level at this question.
Toilet	This refers to getting to the WC and includes managing with clothes. If someone cannot get to the toilet but uses a commode, this should be coded 'not at all'.
Feed	We are interested in whether people have difficulty in getting food from the plate into the mouth, so this includes cutting up of food, but not preparation of food, or difficulty eating because of dental trouble.
Bath	Use code 2 if the informant takes a bath only if there is someone else in the house who could help if the informant got into difficulty.
Walk	The words 'and walk down the road' are included to indicate that we mean more than, for example, just going into the garden.
PTYnot	We want to know whether informants do not use public transport because of their own limited mobility, or for some other reason - they may have a car, or there may only be a very infrequent bus service. Probe answers such as 'don't do out' to establish the reason.
Shopping-Cuptea	Unlike the aspects of mobility covered above, some of the domestic tasks listed may usually be done by someone else (even if the informant is physically capable of doing them) or may not be done at all. Thus, if an informant does not do the task, we want to know whether he/she could do it if necessary, and whether someone else does it for him/her.
GVisFreq CVisFreq	An overall frequency is required for all visits to and from relatives and friends. So if, for example, an informant goes to see her son once a week and a friend once a week, you should enter code 2 'two or three times a week'.
Neighbors	The emphasis in this question is on talking - ie it is rather more than nodding over the garden fence or saying 'hello' in the street.
HomeHelp- OpLst3M	Code informant as using the service only if they did so on their own behalf (eg if a wife asks the doctor to come and see her husband, this would be coded as 'doctor attending at home' for the husband only).
HomeHelp	Include people who pay something towards the cost of a home help provided by the Local Authority, as well as those who don't have to pay anything. Note that home helps are now sometimes called home care workers.
HHHours	<p>Include hours spent doing jobs for the informant in the home or elsewhere (eg shopping, changing library books). The program will accept whole numbers only, so round half hours to the nearest even whole number.</p> <p>If there is more than one elderly person in the household, and it is not clear which one receives the home help, split the hours between them - ie make sure that the hours are not double counted.</p>
PrivHelp	This is for those who have a completely private arrangement with a domestic help. Any helper provided by a voluntary body should be recorded at VolHelp.
SwLst3M	Only include if they came to the informant's home, so exclude social workers only seen in hospital.

## SMOKING

There is a self-completion form on smoking and drinking to be used for young people aged 16 and 17. This is to overcome the difficulty of getting people in this age group to tell the truth, if you are interviewing, as you so often are, in a family situation. This year both the smoking and drinking sections of the self-completion are almost exactly the same as on the computer-based interview. We would like you to use this self-completion form in all cases when you are interviewing a 16 or 17 year old.

Do not comment on the hazards of smoking or on your own feelings about smoking. However, if you need to explain the purpose of the section, you can say that over time there has been a lot of discussion about the effect of smoking on health, and the Department of Health is interested to see what effect this is having on people's smoking habits.

### General points

We are only interested in ordinary tobacco which is smoked. You should, therefore, ignore any reference to snuff, tobacco or tobacco products that are chewed or sucked or herbal tobaccos.

SmokEver	By 'ever smoked a cigarette, a cigar or a pipe', we mean even just once in their life.
CigNow PipeNow	Do not define 'nowadays', but ask informants to decide instead.
QtyWkEnd QtyWkDay	Note that daily figures are required at both these questions. If any informant can only give the amount in ounces of tobacco or an overall weekly number of cigarettes, enter DK and record these amounts as a last resort, using the notepad facility. If more than 97 cigarettes are smoked per day, enter 97.
CigType	By 'filter-tipped' cigarettes we mean cigarettes manufactured with a tip on them. You should not include filtered cigarette-holders.  'Hand-rolled' cigarettes can be filter-tipped or plain, but it is the fact that they are hand-rolled and not manufactured that is important.
CigDesc Brand1 CigBrand	The aim of these questions is to categorise cigarette brands according to their tar level. You are first asked to record the full brand name, size and whether filter-tipped or plain at CigDesc. When entering the brand, record full details in the answer box, for example Embassy No 1 is in a different tar brand from Embassy No 3.  The next question Brand1 asks whether you wish to code the Brand now or later.  CigBrand is the question where you enter the 3-digit code for cigarette brand, using the card headed 'BRAND CHECK LIST'. Refer to the cigarette packet for details if possible.  If someone says that they really have no 'usual' brand of cigarettes, record details of the brand they are currently smoking.  There are a very large number of different brands; many with similar names are actually in different tar bands. The Card shows the vast majority of cigarette brands, whether they are tipped or plain and the size of the cigarette e.g. King Size, Luxury Length. Your informant may help in sorting out the brand so please show him or her the card if necessary.

The Brand Check list is in alphabetical order to help you work out the correct code quickly.

Occasionally someone may smoke a brand not on the check list - perhaps a new brand or cigarettes bought abroad - if so enter code 997.

**FirstCig** You may find that when you ask this question, not everyone will answer in terms of 'time after waking' and you will need to prompt. Remember to stress 'usually'.

**CigAge** This question is asked of all current and ex cigarette smokers. Someone who says in reply to CIGNOW that they currently smoke cigarettes may not consider that they ever smoked cigarettes regularly. If they say this at CIGAGE, code 0.

There is a hard check between CigAge and CigEver. If you enter 0 at CigAge and CigEver=YES, the computer will bleep. You will need to sort out whether informants really did smoke cigarettes regularly. If they did, you will need to code age at CigAge. If not, go back and change the code at CigEver.

**CigarsWk** If smoked more than 97 per week, enter 97.

## DRINKING

The self completion form should always be used for 16-17 year olds.

We expect most other informants to be happy to answer the drinking section but if a third party is present, you should offer the drinking section of the self-completion schedule. You will probably need to explain to informants who opt for self-completion, how to fill in the questionnaire, particularly the signposting. You may also need to explain that codes for frequency of drinking at Q6 should be ringed and that the amount usually drunk on any one day should be entered on the dotted lines at Q7. If the section is self completed remember to check that all the relevant codes are ringed and amounts filled in as soon as the schedule is handed back to you.

**NonDrink** Both questions ask for the MAIN reason. 'Health reasons' (code 4)  
**StopDrnk** covers specific health problems whether or not drink related; medication which is not compatible with drinking, and general fears that drinking is bad for health.

**Shandy,  
ShandyAm  
etc.** These questions collect information about frequency and about the amount usually consumed on any one day where drinks are grouped at this question, we are not interested in any one particular drink, but in a group of drinks as a whole. So, if someone says that they have a drink of whisky and a drink of gin each week, you should ask the question again, explaining that we just want to know how often (s)he has had a drink of any kind of spirits and liqueurs in the last 12 months.

Remember to include home-made or home-brewed drinks in the appropriate category (e.g. gooseberry wine should be coded as 'wine' and not entered as 'other alcoholic drink' ).

Be careful to include only alcoholic shandy. Cans of shandy should not be included because they have extremely low alcoholic content Similarly all other non-alcoholic or low alcoholic drinks (e.g low alcoholic wine) are also excluded.



ShandyAm  
etc.

#### Standard amounts

Shandy and beer/lager/stout/cider should be recorded in half-pint units, so if someone says 2 pints, enter that as 4.

Spirits should be recorded as singles, so a double gin or a large whisky should be entered as 2 singles. (In Scotland, singles are sometimes known as 'halves'.)

Amounts of wine should be recorded in glasses, and amounts of fortified wines such as sherry or martini in small glasses. A schooner of sherry counts as 2 small glasses.

#### Cans

If you cannot enter the amount in half pints because the respondent has drunk metric cans, code 9 and specify whether they are small, medium or large cans:

small:	275 ml
medium:	330 ml
large:	440 ml

If the cans consumed were a different size, please estimate which of the three above comes nearest.

A small can of wine usually contains 2 glasses.

#### Bottles

If answers for spirits, wine or fortified wine (sherry, martini etc.) are given in terms of bottles, please try to estimate the number of singles, glasses or small glasses, as follows:

A standard (70 cl 75 cl) bottle contains approximately:

- 6 glasses of wine,
- 14 small glasses of fortified wine (sherry, (martini, etc),
- 28 singles of spirits.

A litre bottle contains approximately:

- 8 glasses of wine,
- 18 small glasses of fortified wine (sherry, martini, etc),
- 40 singles of spirits.

If you can't work it out, specify the answer in terms of bottles, but please give the size; ie if the respondent drinks half a bottle, indicate whether it is a miniature, a standard bottle, a litre, or some other size of bottle.

#### Other amounts

Occasionally answers may be given as spoonfuls. In this case, establish and record on the notepad whether it is a teaspoon or a tablespoon etc. 'Nips' or 'Tots' are acceptable answers to record for spirits.

#### Other points

Always record the total amount usually drunk on any one day, so if someone usually has a half pint at lunchtime and 2 pints in the evening, that should be entered as 5.

A soft check will be activated if you enter 20 or more at the amount - this is just to check that it is correct.

If at any part of ShandyAm etc, the amount usually drunk on any one day varies so greatly that the respondent is unable to answer, you should probe for the amount most usually drunk on any one day during the last 12 months.

At the 'anything else' category you will need to enter in each case the description of the quantity as well as the number e.g. 2 glasses, ½ bottle,

1 teaspoon etc If two types of drink are given, make it clear which amount refers to which drink.

DHAmount Do NOT tell informants the recommended amount before they answer the question. If they ask, you can tell them after replying that it is 14 units for women and 21 for men.

## FAMILY INFORMATION

### Introducing the section

Introduce the Family Information section fully, to all men and women in the relevant age group (16-59). Make sure that you mention all the topics covered so that your informants can decide whether they would prefer to answer by self-completion or by interview.

The main topics covered are marriage history, family composition and expectations of family size. Single men are asked very few questions so you may feel that it is not appropriate to mention all the topics in the section.

The sections to be answered depend on gender, age and marital status. Men, and women aged 50 and over, are not asked the fertility questions, and men are not asked about children (except stepchildren).

### Interviewing a couple

Questions relating to legal status of present marriage, details of present legal marriage, cohabitation before marriage, and whether partner has been married before, are asked of both the man and woman separately because we need to be able to relate details of marital history to other information about the individual for analysis purposes.

When conducting a joint interview, you can direct the questions to both informants and obtain a consensus answer, or give an appropriate explanation and ask the questions of both informants separately.

If there is disagreement about answers to these questions please could you record the answers but make a note explaining why there is a discrepancy.

### Interviewing men

Since men are not asked about family composition and family expectations this section is likely to be shorter for men and it may be worth mentioning this in your introduction. If you are conducting a joint interview you may need to explain that fertility questions are always related to women because this simplifies analysis of family information and prediction of population size.

### Using interpreters

The choice of interpreter and the handling of the section has to be done with sensitivity. If the interpreter is a member of the household under 16 OMIT the family information section by entering code 4 at SelfComp.

## Dates

It is very important that you try to obtain all dates accurately in this section. Analysis of women's fertility often depends on collecting a complete history of marriage and childbearing from informants. The loss of quite small pieces of information - eg the date of a decree absolute - can have a serious effect on how useful a particular interview is. If an informant cannot remember a particular date or event, try to collect as much information as you can, and avoid unqualified 'don't know' if possible. If necessary obtain an estimate or a guess and make use of the notepad facility.

Informants using a self-completion form should continue to give their answers in the way they find most convenient, and you will need to convert them to numeric form when entering the data.

On the main questionnaire, questions are asked about all marriages (MonMar-YrDiv) and all children (Stpchld2-ChldLive), and there are equivalent sections on the self-completion forms. Check that information is obtained about all of these events.

On no account should you change the marital status coding in the household box of the Household Interview because of answers to particular questions in this section.

**SIMar** This acts as a check to the coding in the Household Box. Same sex couples are asked this question so that we can get information about previous marriages.

**HusbAway** To improve the GHS figures on one-parent families, this question, is included to differentiate between married persons whose spouses are not household members but whose marriages are stable and continuing (ie spouse works away from home), and those whose marriages have broken down.

## SELF COMPLETION FORMS

Self completion forms cater for all adults aged 16-59. There are four versions: the one you should use depends on the marital status as coded on the household box and answers at SIMar:

grey (M/C): for women coded married or cohabiting

blue (WDS): for women coded widowed, divorced or separated

pink (S): for women coded single

peach: for all men, but before handing over the form, you will need to turn to the relevant starting page, according to their marital status.

Using a self-completion form can ensure confidentiality and avoid possible embarrassment, eg asking about illegitimate births in front of other people.

In the following circumstances self-completion is recommended (but not compulsory) to ensure confidentiality and to avoid embarrassment:

- when someone other than the informant's spouse or partner is present.
- when interviewing young single people - even if no one else is present.

To try and keep the informant's task manageable the questions are divided up more than those on the questionnaire and are written out separately for subgroups so that alternative wordings within a question are avoided.

When handing over forms emphasise that you are ready to help if they are unsure what to do. Reassure them that many people do not find forms easy to follow. Show the informant where to ring answers and where to look to find out which questions to answer.

## MARRIAGE HISTORY

This information is used by OPCS Population Statistics Division. The formation, dissolution and new formation of family units affects household size, the circumstances of children and birth rates of women. Information about these areas is helpful for predicting future population size and structure and hence resource needs for education, health and housing.

WhereWed	<p>This question is included to differentiate between current marriages that are legal, and those that are 'common law'. The question is also asked of the currently widowed, divorced and separated in respect of their most recent marriage.</p> <p>Any religious ceremony should be coded 1.</p>
MonMar-YrDiv	<p>Details are collected for all marriages, including the current one. The marriages are taken in chronological order starting with the earliest and ending with the current one. If someone has 7 or more marriages make a note.</p> <p>Even if the informant cannot remember all the dates of earlier marriages get estimates and aim to obtain complete data for the current one.</p> <p>There is a soft check that the respondent was aged 16 when married. However, we accept that in some ethnic groups it is possible to get married before age 16. In all other cases if there is a discrepancy, please change the date of marriage.</p>
LvTghthr	<p>We are asking about cohabitation before all marriages so that we can compare percentages who cohabit before first marriages with cohabiting before second marriages. Also we can compare marriage cohorts (a marriage cohort comprises all those married in a specific period, eg the 1980 cohort were all married in 1980).</p> <p>If unable to specify date obtain an estimate of number of years and months' cohabitation. For older people in particular, a preamble may be helpful, eg "it is more common nowadays for people to live together before marriage".</p>
MonLvTg	<p>This is a key item in analysis.</p>
YrLvTg	<p>For second and subsequent marriages, there is a soft check against the date a previous marriage ended in separation or death of the partner. Please try to sort out any discrepancies and make a note.</p>
MonSep	<p>Sometimes a marriage will have broken down over a period of time - that is, the couple will have lived together intermittently. In these cases take the month of separation to be the last month in which the couple lived together.</p>

StpChld2      GHS is one of the few sources of information on step, foster and adopted children.

The definition of 'living with you' is the standard household definition.

We are interested in both stepchildren by marriage and what have been called 'de facto' stepchildren of one partner in a cohabiting couple. Both men and women are asked about stepchildren living with them.

women:            to avoid double counting, only women are asked about foster or adopted children.

men:              ultimately code whatever the informant tells you, but in a cohabiting relationship explain that the partner's children are regarded as stepchildren. If a person says that they have no step children but their partner's children are living in the household, use the notepad facility.

#### FERTILITY (Baby - NextAge)

This section also is used by Population Statistics Division, often in combination with marriage data to calculate fertility rates which can be used in predicting population size and change. Unlike registration data it gives them complete birth data for women who have illegitimate as well as legitimate births. They can compare family formation patterns of people of different generations and according to the age of marriage or other characteristics of the mother.

Baby              This can be coded 'Yes' without asking if there are sons and daughters in the household not accounted for at StpChld2.

Stillborn babies and miscarriages are excluded because they do not form part of the population which makes demands on resources, and predictions of population growth and size use information on live births only.

BirthMon-      Record information for all liveborn children.  
ChldLive        'Living with the informant' should only include children listed as household members in the household box.

MoreChld-      Expectation of future children  
NextAge        The aim is to obtain the total number of children a woman expects to have. The question now offers a wider choice so that fewer informants will choose 'don't know': this will improve population projections.

Phrases are given in brackets to cater for the varied circumstances. References to 'more', 'those you have already/who are still alive' are appropriate for women who have given birth previously and still have children alive. For pregnant women there are references to 'the one you are expecting'.

ProbMore       Show card L  
                  'Any' is appropriate for those with no children while 'more' is appropriate for those with children or pregnant.

TotChld        Ask for an estimate if necessary. If the informant can  
NextAge        only answer in terms of a range. make a note. Use the 'don't know' code only if you are unable to obtain a specific answer.

## INCOME

### Purpose of Section

The main use of the Income Section is to provide a measure of overall income which is an important classificatory variable used with data from all other sections of the questionnaire e.g. housing, health, education, employment. As such, it is used by all our client departments.

The detailed questioning in the Income Section is necessary because the different uses of the data demand slightly different definitions of income. DSS, for example, generally needs to consider how much take home pay is available for living expenses. The Department of Education, on the other hand, is concerned with gross earnings i.e. the amount of money paid by an employer, before any deductions are made from it.

### Introduction

It is important that you try to obtain a high level of Cooperation from your informants and that they are aware of the purpose of the questions. Please introduce the section fully. The order is as follows:

- State benefits
- Regular income from sources other than employment
- Income from employment
  - employees
  - self employed
  - second/occasional jobs
- Income from savings/investments
- Other income

### Estimates

Although the section is now simpler, it is still detailed and it is important that you encourage informants to report amounts accurately. We are concerned with reducing the amount of missing data and are asking you to obtain estimates in two ways:

1. We have provided you with card S which gives weekly, monthly and annual income in bands. You will see on the schedule that if the answer to any of the following questions is DK, you ask the informant to look at Card S and estimate an amount from the card. Enter the code and not the amount. Please record two digits i.e. 01,02,03 etc.

- TakeHome: take home pay
- PayeAm: amount of income tax and national insurance usually deducted
- GrossAm: gross earnings
- GrsPrLTY: earnings for those self employed less than 12 months
- GrsPrft: earnings for those self employed 12 months or more
- PrLTYEst: interest and dividends

2. For all other questions, if the respondent is not able to give an amount, please try to get an estimate without the card. Only use card S as a last resort to prompt informants into giving an estimate, eg if an informant does not know how much they get per month but on showing the card, they say code 12 (£520-£610) you may then ask whether they can be more precise within that range. Please enter an amount and not a code.

StatBenE      Only use code 7 if the respondent refuses to answer any questions at all on income. Use the refuse key if there is a refusal on StatBenE or any other individual question in the income section.

StatBnM      State benefits are divided between two questions,  
CardBnM      StatBnM and CardBnM. The benefits listed at each question are those which are most likely to be combined.

You will be asking for a total amount received from each group of state benefits, but if an informant is receiving a combined payment which includes a benefit listed at StatBnM and another listed at CardBnM record the amount at CardBnM and make a note.

A weekly rate is required. You may need to calculate this if a payment is made for some other period. If the last payment was for an unusual amount, (e.g. because it contained back payments), try to find out what the usual payment would be.

StatBnM      code 1: Child Benefit  
This should normally be shown on the mother's questionnaire unless there is no mother in the household. Do not show on the father's questionnaire if the mother is a proxy or non-contact Record the total amount received for all her children. Include one parent benefit, which is paid to some one parent families, for the eldest child only, in addition to the basic Child Benefit.

code 2: Income Support  
Income Support is paid to people aged 18 and over whose income is below a certain level and who are not working 16 hours a week or more. The rate of Income Support takes into account age and marital status, with a flat-rate premium payable to claimants with children, and special premiums payable to some groups of claimants, eg lone parents, disabled people, pensioners.

If income support is paid to a couple the entire amount should only be entered on one questionnaire.

code 3: NI Retirement Pension

For married couples, if the wife is aged 60 or over, her pension allowance should be shown on her schedule; if the wife is aged under 60, and therefore not entitled to a pension in her own right, the full amount of the pension received should be shown on the husband's schedule only. Remember this particularly when you are taking a joint interview.

Retirement pension may have an earnings-related supplement. This is normally paid on the same order book as the basic pension, and should be included in the amount of pension recorded.

code 4: Unemployment Benefit

Use this code also for Jobseekers Allowance, which is being introduced in April 1994 and will replace Unemployment Benefit for those who have been unemployed for more than six months.

If the informant has never worked, they should not be receiving Unemployment Benefit, because its payment depends on NI contributions.

code 5: NI Sickness benefit

Exclude statutory sick pay paid by an employer. The only people who can claim NI sickness benefit are those not entitled to Employer's Statutory Sick Pay.

code 6: Disability living allowance

This is a fairly new benefit which was introduced in April 1992. It has two components: a care component and a mobility component. It replaced mobility allowance and replaced and extended the help given by attendance allowance for people disabled before age 65. People aged under 65 who received mobility allowance or attendance allowance were transferred automatically to disability living allowance in April 1992. Attendance allowance remains for people disabled after age 65.

The allowance should be entered on the questionnaire of the person receiving it, unless that person is aged under 16, in which case, code on the adult's (usually the mother's) questionnaire.

code 7: Invalidity Benefit

Invalidity Benefit is made up of Invalidity Pension and Invalidity Allowance and Additional Pension. Invalidity pension is paid when Sickness Benefit finishes if the person is still incapable of work. Invalidity allowance is paid as an addition to Invalidity pension if the illness began when the person was under 60 (men) or 55 (women). Some people may also receive Additional Pension, which is earnings-related.

code 8: Severe disablement allowance

This is a weekly cash payment for people of working age who have not been able to work for at least 28 weeks but cannot get contributory Sickness or Invalidity Benefit because they have not paid enough NI contributions.

Training for work allowances should be included at this question, because even trainees who are placed with an employer (and who you have treated as working in the employment section) are paid through the unemployment Benefit Office. The recipient receives their unemployment/Income Support entitlement plus (usually) £10 on top. You should record the informant's income here under Unemployment Benefit or Income Support, including the extra £10 training allowance. Try to exclude any expenses they may be getting, such as traveling expenses or a lodging allowance.

Note, however, that YTs are paid by the employer, so their pay should be shown as income from employment.

CardBnM

code 1: Family Credit

This benefit is paid to families with low earnings with at least one dependent child and with at least one earner working 16 hours a week or more. Family Credit replaces Family Income Supplement. Family Credit is paid for 26 weeks, after which time the family's situation is reviewed.

code 2: Widow's Pension War Widow's Pension

Widow's Pension is paid immediately after bereavement. The lowest rate is paid at age 45 and the full rate is paid at age 55. War Widow's Pension is paid to widows (or widowers) of people who die as a result of service in the armed forces.

code 3: Other widows' benefits

This includes widowed Mother's Allowance, which is paid immediately after bereavement if there are children for whom Child benefit is received. Do not include Widow's Benefit here, as this is a single lump sum payment of £1000 which replaced widow's allowance.



code 4: War Disablement Pension

Payable to members of the armed forces disabled in the 1914-1918 war or after 2nd September 1939. Merchant seamen and civilians disabled in the 2nd World War are also eligible. The amount payable is variable according to the individual's rank and the extent of disability.

code 5: Industrial Disablement Benefit.

Payable to people who have become disabled as a result of an accident at work or an industrial disease. The amount is variable depending on how disabled the person is.

code 6: Attendance allowance

Attendance allowance has been replaced by Disability Living Allowance for people disabled before age 65. It does remain for those disabled after 65 who need a lot of looking after because they are severely disabled physically or mentally.

code 7: Invalid Care Allowance

Weekly paid benefit for people of working age who give up working to look after an invalid on Attendance Allowance, Constant Attendance Allowance or who are covered by the top two rates of Disability Living Allowance (formerly attendance allowance).

code 8: Disability working allowance

This was introduced in April 1992 to help people with an illness or disability who have a disadvantage in getting a job. It is available to those who are starting work for 16 hours or more a week or who are already working 16 hours or more a week. This can be self employed work or work for an employer.

It is possible to claim disability working allowance as well as disability living allowance.

code 9: Other types of benefit might include maternity allowance; guardian's allowance; industrial death benefit.

Exclude housing benefit.

OthSourc,  
OthSrcM,  
OthNetAm

A monthly rate is required here. It is not necessary to probe month, accept periods covering either a calendar month or 4 weeks.

code 1: occupational pensions

Include all employer's pensions, not just retirement pensions:

- regular payments for early retirement (ie pensions paid early)
- pension received from present employer (ie if informant is still working but is over the retirement age appropriate to the pension scheme).

Exclude lump sum payments, private (personal) pensions and annuities.

code 3: Private pensions or annuities

Include pensions from Trade Union and Friendly Societies, and from private insurance schemes, annuities, and payments from a trust or covenant.

code 4: Regular redundancy payments

Include redundant miners who get an unemployment benefit equivalent with a regular redundancy payment.

Do not include these payments with unemployment benefit.  
Exclude any lump sum redundancy payments.

code 5: Government training schemes. YT allowance on course  
Exclude Training for Work allowances. These are paid through Unemployment Benefit offices and should be recorded under code 2 or code 4 at StatBenE.

Exclude income of employer-based YTs. These informants are treated as employed and their income recorded at TakeHome - GrossAm.

ReglrPay, A monthly amount is required. Accept calendar month or  
ReglrPM, 4 weekly.  
ReglrpAm

code 1: education grant

Includes training grants or payments from a scholarship to the informant (not to any children). Grants to students paid in three instalments, should be spread over the calendar year and the total amount received in the year, divided by 12.

code 2: Regular payment from friends or relatives outside the household

Include - payment from a current spouse who is not a member of the household (e.g. a husband working and living away from home). Remember to check this particularly if an informant is married but the spouse is not in the household.

Exclude - maintenance payments from an ex-spouse.

code 3: Rent from property or subletting

This should be the amount of rent assessed for tax purposes, ie after the deduction of allowable expenses.

Exclude rent from boarders who are members of the household and rent from any other household member.

code 4: Maintenance, alimony or separation allowance The amount received should be the amount before tax. Code 4 only if the informant is currently receiving the allowance. Do not code 4 if an informant says that payments have stopped or they have never received a payment even though a court order has been made.

PyPeriod This refers to the usual pay period which may differ from the period covered in the last wage or salary.

If someone works only once a week, eg a Saturday job, code the pay period as weekly. If someone volunteers that he/she is paid 'monthly', check whether this is calendar month (ie 12 times per year) or 4-weekly (ie 13 times per year).

TakeHome Stress that usual take home pay is pay after all deductions.

If an informant is on reduced pay because they have been sick for 6 months or more or on maternity leave for 6 months or more, code their pay now.

If an informant has been off sick or on maternity leave for less than 6 months, code the amount they are usually paid.

PayeEst This is the point in the interview when it should be possible to ask informants to produce a current or recent pay slip.

PayBonus Occasional (ie irregular) bonuses and bonuses paid periodically but not received with every wage or salary should be included here. Exclude income in kind (non-monetary gifts) and shares or vouchers

The amount to be entered is the total amount received in the last 12 months.

LongSelf If self employed for less than 1 month, code 1.

GrsPrLTY and GrsPrft If a person is self-employed within a partnership, check that the answer at GrsPrLTY refers only to the informant's share of the business and does not include his/her partner's share of the profits. Take particular care in husband-and-wife partnerships (and especially when taking a joint interview) that each partner's share of the profits is recorded on his/her own schedule, and that the total profit from the business is not shown on both schedules, but is divided between them.

PrLTYest Ask those self employed for less than 12 months to estimate what their annual profit is likely to be.

SIAmLTY and SENatIns Persons who are self-employed usually pay a flat-rate National Insurance contribution (Class 2) and, if the profits from their business are sufficiently high, they pay an additional profits-related contribution (Class 4).

The answer to this question should cover both types of contribution. If an informant pays NI but does not know how much they pay, try to find out whether they pay only the flat rate or also a profit related contribution and note this. This will help HQ staff to make an estimate.

SecJob1, SecJob2 These questions ask about earned income from second, occasional or odd jobs, done regularly or from time to time.

Include any kind of income that is the result of the informant's expenditure of time and/or effort - eg fees for professional advice, director's fees, income from a regular second job, or from casual work done for friends or neighbors, or income from the sale of items made/produced by the informant.

Prompt as necessary, suggesting the type of work that might be included e.g. baby-sitting, mail order agent etc.

If an informant does more than one occasional/odd job, make a note at SecJob2 and record the total amount earned from such jobs at Secjob2.

SjPrfGrs If an informant has worked for less than 12 months at their second/odd/occasional job, record how much they actually earned in the last 12 months.

If they have worked in the last 6 months but have not yet been paid, record the amount they expect to be paid.

PEP Personal Equity Plans (PEPs) were introduced to encourage more people to buy UK company shares. They give investors an opportunity to invest in different kinds of shares in a scheme usually managed on their behalf. Capital gains and dividends are tax free.

Anyone aged 18 or over who is a UK resident can invest in a PEP. At present, the amount an individual can invest is limited to £6,000 in any one year and there is a restriction to one PEP per person per year. Up to £3,000 can also be invested in a single company plan.

PepTypm      An investor has the option of several schemes. The two which our client, the Inland Revenue are interested in are:

- Unit Trust Plan
- Single Company Plan

Investors also have the option of investing in a group of companies and choosing which companies to invest in, by selecting a specified number of holdings from a range of stocks and shares. These, like the unit trust plans are limited to one PEP of up to £6,000 per year.

Accounts      Show informants Card Q to remind them of different types of investment income. Exclude premium bonds.

Endowment and insurance policies should not be included in the OTHER category.

Savings and investment accounts held jointly by, for example, husband and wife, should be shown on both schedules, the interest received being divided equally between the two account holders and recorded against the relevant account.

Encourage informants to look up paying-in books and other relevant documents but record the informant's estimate when documents are not consulted.

In cases where the informant is unable to give the amount of interest received or make an estimate, but does volunteer the amount in the account, code DK and make a note using the notepad facility.

IntDivAm      If the exact amount was not known but it was only pence, code as £1.

OthRgPay      This is a "mop-up" question to cover any other regular sources of income not previously mentioned such as enterprise allowance; an allowance for a foster child; foreign state benefits etc. Please specify the source.

Some of the sources of income which should be excluded are housing benefit, council tax rebate, payments in kind, a lump sum payment (such as redundancy pay), money from another member of the household.

#### FOLLOW-UP QUESTION AND RECALL CARD

We ask people's permission to recall on them for two reasons. First, although we have not done this for some years, we want to retain the ability to identify sub-groups of the population for a more detailed follow-up interview. Second, in order to maintain the high standards expected of SSD interviewers, regular checks are carried out on all surveys to make sure that the interview has been conducted in the correct manner.

To meet the requirements of the Data Protection Act, the recall question is now asked of each individual at the end of their interview (although note that it is not asked if a proxy interview has been taken).

We also need to record the name (and telephone number where possible) for every household member who agrees to the recall question. These will continue to be entered on a card because, for confidentiality reasons, we keep people's names separate from the information they have given us in the interview.

You should complete a recall card for each completely or partially co-operating household. Please remember to complete one even if income has been refused.

Note the quota month matches the month of the calendar year, ie. Jan=01, Feb=02, etc.

FollowUp      If informants seem to have a neutral attitude when asked the recall question, you may code this as an unconditional 'yes' (code 1).

If an informant gives a qualified answer enter code 3 and record what they say in the usual way, but remember to make a note of the condition or qualification at Q4 on the recall card.

If the recall question is refused by some or all members of the household, please give as much detail as you can about the reason at Q5 on the recall card. Remember to give the person number. If the refusal is from the whole household, record the person number as 'all'.

Recall Q1      For household members coded 1 or 3 at Followup, enter their Person Number, prefix, surname and initials. Enter this information carefully, one letter in each box. If we wish to contact the household again, a telephone call is a cost-effective way of making initial contact, so please ask if we could contact them by telephone, and, if they agree, record the telephone number (including the STD code or the exchange name).

Recall Q2      If the address is in any way different from that given on the Address List, or if you can give any further information that might help the follow-up interviewer, ring code 1 and enter the details.

Recall Q3      If any of the household members are moving and are willing to be recalled on, code 1 at Q3 and enter the new address and the approximate date of the move. In the case of a household splitting and moving to different addresses, give Person Numbers as well as both new addresses.

S514/1994/95

## GENERAL HOUSEHOLD SURVEY. RECALL CARD

To be completed for all households  
coded 11 or 71 22Stick  
label

REGION	QTR	AREA

Interviewer  
Auth No

--	--	--	--

Interviewer's  
name

ADD	H'H

Date of  
Household Schedule

DAY	MONTH	YEAR

Quota month

1. Complete the grid below for each person coded 1 or 3 (agreement or conditional agreement) at the 'follow-up' question on the individual questionnaire. For each person coded 2 (no) at the 'follow-up' question complete Q5 overleaf

Ask each person 'May we contact you by telephone?' Record response and number below.

Person No	Mr/Mrs/ Miss/Ms	Surname	Initials	Contact code from schedule		Telephone contact?		Telephone number
				1	3	Yes	No	
				1	3	1	2	
				1	3	1	2	
				1	3	1	2	
				1	3	1	2	
				1	3	1	2	
				1	3	1	2	

2. Does address differ in any  
way from address list?

CODE  
Yes .....1  
No .....2

If yes, give full details below

.....

3. Are any informants moving?

CODE  
Yes .....1  
No .....2

If yes give address(es)  
(and person nos.) below  
& approx. date of move

Per Nos


4. IF Q1 IS CODED 3 (YES WITH CONDITIONS/QUALIFICATIONS), SPECIFY FULLY.  
If conditions/qualifications are the same for all household members, write 'ALL' in person number and state reason/s.

Person number	Reason

5. IF THE 'FOLLOW-UP' QUESTIONS ON INDIVIDUAL SCHEDULE IS CODED 2 (NO), EXPLAIN FULLY THE REASONS.  
If all the households refuse, write 'ALL' in person number and state reason/s.

Person number	Reason

## HOUSEHOLD QUESTIONNAIRE

Areacode	Information already entered
Address	Information already entered
Hhld	Information already entered
IntDate	Enter the date on which you interview

ASK OR RECORD

HOUSEHOLD BOX

# INFORMATION TO BE COLLECTED FOR ALL PERSONS IN ALL HOUSEHOLDS

Name                      In whose name is the house/flat owned or rented?

                              Please tell me the first name of this person.

                              This person will be identified as the HOH)

REMEMBER THAT WHERE A PROPERTY IS OWNED/RENTED IN THE  
NAME OF A WOMAN WHO IS MARRIED OR COHABITING WITH A MAN,  
THEN BY DEFINITION, THE MAN IS THE HOH.

Sex	Code ...'s sex	
	Male	1
	Female	2



DoBirthD, DoBirthM, DoBirthY

Can you tell me your/ 's date of birth?

Age Can I check what age are you/is now?

0..99

Marstat Are you/is... married, living together as a couple,  
single, widowed, divorced or separated?

Married	1
Cohabiting (living together)	2
Single/never been married	3
Widowed	4
Divorced	5
Separated	6
Same sex cohabiter	7

ReltoHOH What is the relationship of...to HOH?

Spouse	1
Cohabiter	2
Son/daughter (inc. adopted)	3
Stepson/daughter	4
Foster child	5
Son-in-law/daughter-in-law	6
Parent	7
Step-parent	8
Foster parent	9
Parent-in-law	10
Brother/sister (inc. adopted)	11
Stepbrother/sister	12
Foster brother/sister	13
Brother/sister-in-law	14
Grandchild	15
Grandparent	16
Other relative	17
Other non-relative	18

RelXtoY I would now like to ask how other people in your household are  
related to each other.

ASKS INTERVIEWER TO CODE RELATIONSHIPS  
BETWEEN HOUSEHOLD MEMBERS- EXCLUDING  
HOH  
see codes for ReItoHOH

#### ACCOMMODATION

1.RelsNr1 If aged 65 or over and there are no others in household

(INTERVIEWER CHECK)Does me respondent have any relatives,  
including in-laws. living at another household at the-same  
address or in me same building?

Yes	1	Q3
No	2	Q2
na	-8	Q4

2.RelsNr2

If code 2 at RelsNr1

Do you have any relatives, including in-laws, living close by - that is within 5 minutes

Yes	1	Q3
No	2	Q4
na	-8	Q4

3. RelsWhml-3

If code 1 at RelsNr1 or RelsNr2

Code relationship of adult relatives to informant

CODE ALL THAT APPLY

Son or daughter(inc. in-law)	1	Q4
Brother or sister(inc. in-law)	2	Q4
Other	3	Q4
na	-8	Q4

4.TypAccm

All Households

Type of accommodation occupied by this household.

CODE FROM OBSERVATION, BUT IF IN DOUBT ASK INFORMANT

Whole house, bungalow, detached	1	Q6
Whole house, bungalow. semi-detached	2	Q6
Whole house, bungalow. terraced/end of terrace	3	Q6
Purpose-built flat or maisonette in block - with lift	4	Q5
Purpose-built flat or maisonette in block - without lift	5	Q5
Part of house/converted flat or maisonette/rooms in house - with lift	6	Q5
part of house/converted flat or maisonette/rooms in house - without lift	7	Q5
Dwelling with business premises	8	Q5
Caravan/house boat	9	Q7
Other	10	Q6
na	-8	Q6

5. Storey If coded 4-8 at TypAccm

What is the floor level of the main living part of the accommodation?

Basement/semi-basement	1	Q6
Ground floor/street level	2	Q6
1 <sup>st</sup> floor	3	Q6
2 <sup>nd</sup> floor	4	Q6
3 <sup>rd</sup> floor	5	Q6
4 <sup>th</sup> to 9 <sup>th</sup> floor	6	Q6
10 <sup>th</sup> floor or higher	7	Q6
na	-8	Q6

6. DateBlt All except code 9 at Typacmm

When was the building first built?

Prompt if necessary IF DK CODE YOUR ESTIMATE.

Before 1919	1	Q7
Between 1919 and 1944	2	Q7
Between 1945 and 1964	3	Q7
1965 or later	4	Q7
DK but after 1944	5	Q7
na	-8	Q7

7. Bedrooms All Households

Now I would like to ask you about YOUR household's accommodation, EXCLUDING any rooms you may let or sublet. How many bedrooms do you have, including bedsitting rooms and spare bedrooms?

1..8		Q8
If 8 or more, type 8		Q8
na	-8	Q8

8. BedCook All households

Are any of them used by your household for cooking in, like a bedsitter for example?

Yes	1	Q9
No	2	Q9
na	-8	Q9

## 9. Kitchen

All households

Do you have a kitchen that is a separate room in which you cook?

Yes	1	Q9a
No	2	Q10
na	-8	Q10

## a. KitSize

If code 1 at Kitchen

Is the narrowest side of the kitchen less than 6½ ft wide from wall to wall?

Less than 6 1/2 ft	1	Q9b
6 1/2 ft or more	2	Q9b
na	-8	Q9b

## b. KitEat

If code 1 at Kitchen

Do any of you ever eat meals in it or use it as a sitting room?

Yes	1	see Q9c
No	2	see Q9c
na	-8	see Q9c

## c. ShareKit

If code 1 at Kitchen and coded 4-10 at TypAccm.  
Else → Q10

Do you share the kitchen with any other household?

Yes	1	Q10
No	2	Q10
na	-8	Q10

## 10.OthRooms

All Households

Apart from the rooms you have already told me about and not counting bathrooms and toilets, do you have any other rooms?

EXCLUDE GARAGES, UTILITY ROOMS AND ROOMS USED SOLELY FOR BUSINESS

Yes	1	Q10a
No	2	Q11
na	-8	Q11

10a. WhOthRml-5 If code 1 at others

What other rooms do you have?

CODE ALL THAT APPLY

IF THERE IS MORE THAN ONE ROOM CALLED BY THE SAME NAME RECORD IT/THEM AS OTHER RAND SPECIFY AT NEXTQUESTION

Sitting Room	1	Q11
Living Room	2	Q11
Lounge/through lounge	3	Q11
Dining Room	4	Q11
Other	5	Q11
na	-8	Q11

11. CentHeat All Households

Do you have any form of central heating, including electric storage heaters, in your (part of the) accommodation?

CENTRAL HEATING = 2 OR MORE ROOMS, KITCHENS, HALLS, LANDINGS, BATH/WC HEATED FROM ONE CENTRAL SOURCE.

Yes	1	Q11a
No	2	Q12
na	-8	Q12

a. FuelMain If code 1 at CentHeat

Which type of fuel does it use?  
CODE MAIN METHOD ONLY.

PROBE 'Hot Air FOR FUEL.

Solid fuel incl. coal, coke, wood, peat	1	Q12
Electricity: storage heaters	2	Q12
Electricity: other (including oil filled radiators)	3	Q12
Gas/calor gas	4	Q12
Oil	5	Q12
Other	6	Q12
na	-8	Q12

CONSUMER DURABLES

12. ALL HOUSEHOLDS

Does your household have any of the following items in your (part of the) accommodation?

INCLUDE: Items stored or under repair

TVcol	Color TV set?	
	1 only	1
	more than one	2
	None	3
	na	-8

TVbw	Black and white TV set?	
	1 only	1
	more than one	2
	None	3
	na	-8

Video	Video recorder?	
	Yes	1
	No	2
	na	-8

Freezer	Deep freezer or fridge freezer?	
	EXCLUDE: Fridge only	
	Yes	1
	No	2
	na	-8

WashMach	Washing machine?	
	IF COMBINED WASHING MACHINE AND TUMBLE DRIER, CODE 1 FOR BOTH	
	Yes	1
	No	2
	na	-8

Drier	Tumble drier?	
	IF COMBINED WASHING MACHINE AND TUMBLE DRIER, CODE 1 FOR BOTH	
	Yes	1
	No	2
	na	-8

DishWash	Dishwasher?		
	Yes	1	
	No	2	
	na	-8	
MicroWve	Microwave oven?		
	Yes	1	
	No	2	
	na	-8	
Telephon	Telephone?		
	Shared telephones located in public hallways to be included only if this household is responsible for paying the account		
	Yes	1	
	No	2	
	na	-8	
CDplay	Compact disc (CD) player?		
	Yes	1	
	No	2	
	na	-8	
Computer	home computer?		
	EXCLUDE: Video games		
	Yes	1	Q13
	No	2	Q13
	na	-8	Q13
13.Car	All Households		
	Is there a car or van NORMALLY available for private use by you (or any members of your household)?		
	INCLUDE: Any provided by employers if normally available for private use by informant or members of the household		
	EXCLUDE: vehicles used solely for the carriage of goods		
	Yes	1	Q13a
	No	2	see Q14
	na	-8	see Q14
a. NCars	If code 1 at Car		
	How many are normally available for use?		
		1..20	see Q14

# TENURE

14.OwnerTen	All Households except code 9 at TypAccm If code 9 at TypAccm → Q22  In whose name is this (HOUSE/FLAT/ROOM) owned or rented?  COHABITER INCLUDES SAME SEX COHABITER		
	HOH only	1	Q15
	WIFE/COHABITER of HOH only	2	Q15
	Joint HOH and WIFE /COHABITER	3	Q15
	Other	8	Q15
15. OwnRent	All households, except code 9 at TypAccm  Does your household own or rent this (HOUSE/ FLAT/ROOM)?		
	Owns/is buying	1	Q16
	Rents/rent free	2	Q17
	Co-ownership scheme/ (Spontaneous)	3	see Q21c
	Shared ownership/ free	4	Q16a
	na	-8	see Q21c
16. Mortgage	If code 1 at OwnRent  Is this (HOUSE/FLAT)		
	owned outright	1	see Q21c
	or is it being bought with a mortgage or loan?	2	Q16a
	na	-8	see Q21c
	EXCLUDE: Improvement loans		
CoOwner	a. If code 2 at Mortgage or code 4 at Own Rent Is the (HOUSE/FLAT)..		
	owned as part of a co-ownership scheme, that is jointly with a housing association	1	see Q21c
	or is it owned as part of a shared ownership scheme, that is part rented and part owned	2	Q21
	or neither of these?	3	see Q21c
	na	-8	see Q21c
17. RentFurn	If code at OwnRent  Is the (HOUSE/FLAT/ROOM) rented (provided) furnished or unfurnished shed?		
	Furnished	1	Q18
	Unfurnished or partly furnished	2	Q18
	na	-8	Q18



18. RentBusn	If code 2 at Ownrent		
	Are any business premises included in the rent for this accommodation (in the accommodation provided)?		
	INCLUDE: Farm		
	Yes	1	Q19
	No	2	Q19
	na	-8	Q19
19. RentJob	If code 2 at OwnRent		
	Does this accommodation go with the present job of anyone in your household?		
	Yes	1	Q20
	No	2	Q20
	na	-8	Q20
20. Landlord	If code 2 at OwnRent		
	Who is it rented from? (Who is it provided by?)		
	Local authority or council	1	Q21
	New Town corporation or commission	2	Q21
	Property company	3	Q21
	Scottish Special Housing Association/ Scottish Homes	4	Q21
	Other housing association or co-operative or charitable trust	5	Q20b
	Employer (organisation)	6	Q21
	Other organisation	7	Q21
	Relative	8	Q20a
	Employer (individual)	9	Q20a
	Other individual	10	Q20a
	na	-8	Q21
a. LandLive	If coded 8, 9 or 10 at Landlord		
	Does the landlord live in this building?		
	Yes	1	Q21
	No	2	Q21
	na	-8	Q21

b. CoOwn

If code 5 at Landlord

Do you just rent this (HOUSE/FLAT/ROOM)  
from (answer at LANDLORD)

	1	Q21
or have you bought a share of it as part of a co-ownership scheme, that is jointly with a housing association	2	see Q21c
or have you bought a share of it as part of a shared ownership scheme, that is part rented and part owned?	3	Q21
na	-8	see Q21c

#### HOUSING BENEFIT

21. HB

If code 2 at CoOwner, or coded 1-4, 6-10, na at Landlord, or coded 1  
or 3 at CoOwn.

Some people qualify for Housing Benefit, that is, a rent rebate or  
allowance.

Are you (or HOH) receiving Housing Benefit from your local authority  
or local Social Security office?

Yes	1	see Q21c
No	2	Q21a
na	-8	see Q21c

a. HbWait

If code 2 at HB

Are you waiting to receive Housing Benefit or to hear the outcome of  
a claim?

Yes	1	see 21c
No	2	Q21b
na	-8	seeQ21c

b. HbChk

If code 2 at HbWait

May I just check, does the local authority or local Social Security  
office pay any part of your rent?

Yes	1	Q21c
No	2	Q21c
na	-8	Q21c

c. HbOthr All Households except code 9 at TypAccm, if there is someone aged 16 and over, apart from HOH and partner, in the household.  
Else → Q22

Is anyone (else) in the household receiving a rent rebate, a rent allowance or Housing Benefit?

Yes	1	Q22
No	2	Q22
na	-8	Q22

#### MIGRATION

22. ResLen All persons in all households

(Could I just check) how many years have you lived at this address?

If under 1 code as 0		
- If 0-4 years		Q23
- If 5 years and over		Q24
na	-8	Q24

23. Nmoves If 0 - 4 years at ResLen

How many moves have you (...) made in the last 5 years, not counting moves between places outside Great Britain?

0..97	Q24
-------	-----

24. Cob All persons in all households

In what country were you/was (...) born?

England	1	Q26
Scotland	2	Q26
Wales	3	Q26
Northern Ireland	4	Q26
Channel Island/Isle of Man	5	Q26
Republic of Ireland/Eire	6	Q25
European Union countries	7	Q25
Other Europe	8	Q25
Old Commonwealth	9	Q25
India	10	Q25
East African New Commonwealth	11	Q25
Rest of African Commonwealth	12	Q25
Caribbean Commonwealth	13	Q25
Mediterranean Commonwealth	14	Q25
Far East Commonwealth	15	Q25
Remainder Commonwealth	16	Q25
Pakistan	17	Q25
Bangladesh	18	Q25
Africa	19	Q25
America	20	Q25
Asia - Middle East	21	Q25
Rest of Asia arid Oceania	22	Q25
Answer general but outside UK/Eire	23	Q25
Other	24	Q25
na	-8	Q25

25. Arruk If code 6 .. 24 at Cob

In what year did you (...) first arrive in the United Kingdom?

1 94	Q26
------	-----

26. Fathcob All persons in all households

In what country was your (...')s father born?

England	1	Q27
Scotland	2	Q27
Wales	3	Q27
Northern Ireland	4	Q27
Channel Islands/Isle of Man	5	Q27
Republic of Ireland/Eire	6	Q27
For description of codes 7 - 23		
see Cob		Q27
Other	24	Q27
na	-8	Q27

27.MothCob

All persons in all households

In what country was your (...')s mother born?

England	1	Q28
Scotland	2	Q28
Wales	3	Q28
Northern Ireland	4	Q28
Channel Islands/Isle of Man	5	Q28
Republic of Ireland/Eire	6	Q28
For description of codes 7 - 23		
see Cob		Q28
Other	24	Q28
na	-8	Q24

28.Origin [\*]

All persons in all households

To which of the groups listed on this card do you consider you (...)belong?

SHOW CARD H2

White	1
Black Caribbean	2
Black African	3
Black Other	4
Indian	5
Pakistani	6
Bangladeshi	7
Chinese	8
None of these	9

END OF HOUSEHOLD QUESTIONNAIRE

# GENERAL HOUSEHOLD SURVEY

## INDIVIDUAL QUESTIONNAIRE

SuppSer Individual questionnaire number.

WhoInt1 Which person(s) do you wish to interview?

ENTER PERSON NO. OF FIRST PERSON (SECOND PERSON, IF ANY, AT NEXT QUESTION)

WhoInt2 Which other person do you wish to interview?

ENTER PERSON NO. OF SECOND PERSON (ENTER ZERO IF ONE PERSON ONLY)

SchedTyp Code interview with (FIRST INFORMANT) as

Full interview	1
or proxy Interview	2
missing, ie non-contact/refusal	3

SchedTyp Code interview with (SECOND INFORMANT] as

Full interview	1
or proxy interview	2
missing, ie non-contact/refusal	3

### EMPLOYMENT

1. Work1Wk1 All Adults

Did you do any paid work last week that is in the 7 days ending last Sunday either as an employee or self employed?

Yes	1	Q2
No	2	Q1a
na	-8	Q2

a. Work1Wk2 If code 2 at Work1Wk1

Even though you weren't working, did you have a job that you were away from last week?

Yes	1	Q2
No	2	Q1b
na	-8	Q2

b. WorklWk3	If code 2 at WorklWk2		
	Last week were you ...		
	CODE FIRST THAT APPLIES		
	waiting to take up a job you had already obtained?	1	Q2
	looking for work?	2	Q2
	or intending to look for work but prevented by temporary sickness or injury(Check 28 days or less)?	3	Q2
	or NONE OF THESE?	4	Q2
	na	-8	Q2
2. GovSchem	Men aged 16-64 and women aged 16-59		
	During last week, that is the 7 days ending last SUNDAY were you on any of the following government schemes? (including those run by Training Enterprise Councils (TEC) England and Wales Local Enterprise Companies Scotland)?		
	INDIVIDUAL PROMPT		
	[IF AGED 16-20) Youth Training (YT)?	1	Q2a
	Training for work/ET/		
	Employment Action?	2	Q2a
	Community Action?	3	Q7
	None of these?	4	see
			TRNCHKA
a. Trn	If code 1 or 2 at GovSchem		
	Last week were you		
	CODE FIRST THAT APPLIES		
	with an employer, or on a project providing work experience or practical training?	1	Q7
	or at a college or training course?	2	Q12
	na	-8	see
			TRNCHKA
TRNCHKA	Variable computed in the CAPI program		
	If code 1 at Trn		
	TRNCHKA = 1		Q7
	With an employer/on work experience or practical training		
	If code 2 at Trn		
	TRNCHKA = 2		Q12
	At college or training scheme		
	If code 1 at WorklWk3 or code 1 at WorklWk2 or code 3 at GovSchem		
	TRNCHKA = 3		Q7
	Had a job slob last week		
	If code 1 at WorklWk3		
	TRNCHKA = 4		Q5a
	Unemployed, waiting to take up a job		

If code 2 at WorklWk3		
TRNCHKA = 5		Q4
Unemployed, looking for work		

If code 3 at WorklWk3		
TRNCHKA = 6		Q3
Unemployed, prevented by temporary sickness from looking for work		

If code 4 at WorklWk3		
TRNCHKA = 7		Q11
Others, economically inactive		

If na at WorklWk1	TRNCHKA = - 9	
Economic status not known		

3. LookWork	If code 6 at TRNCHKA	
	Thinking of the 4 weeks ending Sunday (date), were you looking for paid work (or a YT/ET etc. place) at any time in those 4 weeks?	
	Yes	1 Q4
	Na	2 Q4
	na	-8 Q4

4. AbleStrt	If code 5 or 6 at TRNCHKA	
	If a job (or YT/ET place) had been available last week, would you have been able to start within 2 weeks?	
	Yes	1 Q5b
	No	2 Q5b
	na	-8 Q5b

5a.UnemWtJ1	If code 4 at TRNCHKA	
	Apart from the job you are waiting to take up, have you ever had a paid lob or done any paid work?	
	Yes	1 Q6
	No	2 Q6
	na	-8 Q6

b. UnemWtJ2

If code 5 or 6 at TRNCHKA

(May I check), have you ever had a paid job or done any paid work?

Yes	1	Q6
No	2	Q6
na	-8	Q6

6. UnempTim

If code 4-6 at TRNCHKA

How long altogether have you been out of employment but wanting work in this current period of unemployment, that is, since any time you may have spent on a government scheme, such as YT or ET?

PERIOD = UP TO YESTERDAY

Less than a week	1	see Q7
1 week but less than		
1 month	2	see Q7
1 month but less than		
3 months	3	see Q7
3 months but less than		
6 months	4	
6 months but less than		see Q7
12months	5	see Q7
12 months but less than		
2 years	6	see Q7
2 years but less than		
3 years	7	see Q7
3 yearn but less than		
5 years	8	see Q7
5 years or more	9	see Q7

7.

If coded 1,3-6 at TRNCHKA, else → Q11

SOC MAIN	Occupation code for main job	100... 999
INDMAIN	Industry code for main job	500... 999
MAINSEG	Socio-economic group for main job	0...19
MAINSC	Social class for main job	0...70

SelfEmp

If coded 1, 3-6 at TRNCHKA

Are/were you an employee or self employed?

Employee	1	Q7a
Self employed	2	Q7b

a. EmpStat

If code 1 at Selfemp

ASK OR RECORD

Are/were you a manager, a foreman or supervisor, or other employee?

Manager	1	Q7ai
Foreman or supervisor	2	Q7ai
Other employee	3	Q7ai
na	-8	Q7ai



## i. Nemplee

If code 1 at Selfemp

How many employees work/ed in the establishment?

1-2	1	see Q8
3-24	2	see Q8
25-99	3	see Q8
100-499	4	see Q8
500 -999	5	see Q8
1000 or more	6	see Q8
DK, but less than 25	7	see Q8
DK, but 25 or more	8	see Q8
Other	9	see Q8
na	-8	see Q8

## b. Snemplee

Code 2 at Selfemp

Do/did you employ any other people?

1 -5 employees	1	see Q8
6 -24	2	see Q8
25 or more	3	see Q8
No employees	4	see Q8
DK number but has/had employees	5	see Q8
na	-8	see Q8

## 8. SecndJob

If code 1 or 3 at TRNCHKA, else Q11

Last week did you do any other paid work or have any other job or business in addition to the one you have just told me about?

Yes	1	Q9
No	2	Q9
na	-8	Q9

## 9. WorkHrs

If code 1 or 3 at TRNCHKA

How many hours a week do you usually work (in your main job/government scheme), that is excluding meal breaks and overtime?

1..97/na	Q10
----------	-----

## 10. JobTime

If code 1 or 3 at TRNCHKA

How long have you been with your present employer (up to yesterday?)

Less than 4 weeks	1	Q11
4 weeks but less than 3 months	2	Q11
3 months but less than 6 months	3	Q11
6 months but less than 12 months	4	Q11
12 months but less than 2 years	5	Q11
2 years but less than 5 years	6	Q11
5 years but less than 10 years	7	Q11
10 years or more	8	Q11
na	-8	Q11

11.BenOff

Men aged 16-64, women aged 16-59 if code 7 at TRNCHKA.

Have you been to an Employment Service local office(formerly an Unemployment Benefit Office) in the last four months for the purpose of claiming benefit or National Insurance contributions?

Yes	1	see Q11a
No	2	Q15
na	-8	Q15

a. UnBenA

If code 1 at BenOff and code 1 at WorklWk1 or WorklWk2, else see Q11ai

Some people who have jobs are also entitled to claim unemployment benefit. So may I just check, were you claiming unemployment benefit in the week ending last Sunday?

Yes	1	Q15
No	2	Q11b
na	-8	Q15

i. UnBenB

If code 1 at BenOff and cod. 2 at WorklWk2

So may I just check. were you claiming unemployment benefit in the week ending last Sunday?

Yes	1	see Q12
No	2	Q11b
na	-8	see Q12

b. IncSup

If code 2 at UnBenA or UnBenB

Were you signed on at an Employment Service local office (formerly an Unemployment Benefit Office) in the week ending last Sunday to claim Income Support as an unemployed person?

Yes	1	see Q12
No	2	Q15bi
na	-8	see Q12

i. NICred

If code 2 at IncSup

.. or in order to get credits for National Insurance contributions?

Yes	1	Q12
No	2	Q12
na	-8	Q12

12. Activity      If code 2 or 7 at TRNCHKA, else ->015

CODE FIRST THAT APPLIES

Last week were you:

going to school or college?  
(only use for 16-49 yr. olds)

1

Q12a

PERMANENTLY unable to  
work? (for men 16-64, women  
16-59)

2

Q13

retired?(for woman, check age  
stopped work and use this  
code only if stopped when  
aged 50 or over

3

Q12a

looking after the home or  
family?

4

Q12a

or were you doing something  
else?

5

Q12a

a. WantaJob

Men aged 16-69 and women aged 16-64 if code 1,  
3-5 at Activity or code 2 at Trn

Even though you were not looking for work (last week) would you like  
to have a regular paid job at the moment  
- either a full or part-time job?

Yes

1

Q12ai

No

2

Q13

na

-8

Q13

i. NablStrt

If code 1 at WantaJob

If a job (or YT/ET place) had been available last week, would you  
have been able to start within two weeks?

Yes

1

Q12aii

No

2

Q12aii

na

-8

Q12aii

ii. NlookWrk

If code 1 at Wantajob

Thinking of the 4 weeks ending Sunday (date). were you looking for  
paid work (or a YT/ET place) at any time in those 4 weeks?

Yes

1

Q12aiii

No

2

Q13

na

-8

Q13

iii. TimUnemp      If code 1 at NlookWrk

How long altogether have you been out of employment but wanting work in this current period of looking for work?

PERIOD = UP TO YESTERDAY

Less than a week	1	see Q13
1 week but less than 1 month	2	see Q13
1 month but less than 3 months	3	see Q13
3 months but less than 6 months	4	see Q13
6 months but less than 12 months	5	see Q13
12 months but less than 2 years	6	see Q13
2 years but less than 3 years	7	see Q13
3 years but less than 5 years	8	see Q13
5 years or more	9	see Q13
na	-8	see Q13

13. EverWork      If not code 3 at Activity nor code 2 at Trn, else → see Q14  
Have you ever had a paid job or done any paid work?

Yes	1	Q14
No, NEVER WORKED	2	Q15
na	-8	Q14

14.      If code 1 or na at EverWork

SOC LAST	Occupation code for last job	0...999
INDLAST	Industry code for last job	500...999
LASTSEG	Socio-economic group for last job	0..19
LASTSC	Social class for last lob	0..70

NSelfEmp      If code 1 or na at EverWork

Were you an employee or self-employed?

Employee	1	Q14a
Self-employed	2	Q14b

a. Nempstat      If code 1 at NSelfEmp

Were you a manager, a foreman or supervisor, or other employee?

Manager	1	Q14ai
Foreman or supervisor	2	Q14ai
Other employee	3	Q14ai
na	-8	Q14ai

i. Nnemplee	If code 1 at NSelfEmp		
	How many employees worked in the establishment?		
	1-24	1	Q15
	25-499	2	Q15
	500 or more	3	Q15
	na	-8	Q15
b. NSNemple	If code 2 at NSelfEmp		
	Did you employ any other people?		
	1-5 employees	1	Q15
	6 - 24	2	Q15
	25 or more	3	Q15
	No employees	4	Q15
	na	-8	Q15
15. UnPaidWk	All adults		
	During the last week, that is in the 7 days ending last Sunday, did you do any unpaid work for any business owned by a relative?		
	Yes	1	Q15a
	No	2	Pensions
	na	-8	Pensions
a. OwnBusi	If code 1 at UnPaidWk		
	Was this for a business that is owned by		
	your spouse/partner	1	Q15b
	or another relative?	2	Q15b
	na	-8	Q15b
b. UnPaidHr	If code 1 at UnPaidWk		
	How many hours unpaid work did you do for that business in the 7 days ending last Sunday?		
	1..97/na		Q15c
c.	If code 1 at UnPaidWk		
SOCUPAY	Occupation code for unpaid work		
	100 ...999		Q15d
INDUPAY	Industry code for unpaid work		
	500 ... 999		Q15d

d. UnPaidHm

If code 1 at UnPaidWk

Did you do this work mainly:

somewhere quite separate from home	1	Pensions
in different places using home as base	2	Pensions
or in your own home or in the same grounds or buildings as your home?	3	Pensions
Only if spontaneously mentioned		
some days at hum, other days somewhere quite separate from home	4	Pensions

#### PENSIONS

1. PenSchm

If code 1 at WorklWk1 or WorklWk2 or code 3 at GovSchem or code 1 at Trn AND code 1 at Selfemp

(Thinking now of your present job,) some people (will) receive a pension from their employer when they retire, as well as their state pension. Does your present employer run a pension scheme or superannuation scheme for any employees?

INCLUDE CONTRIBUTORY AND NON CONTRIBUTORY SCHEMES

Yes	1	Q1a
No	2	Q3
na	-8	Q1c

a. Eligible

If code 1 at PenSchm

Are you eligible to belong to your employer's pension scheme?

Yes	1	Q1b
No	2	Q3
na	-8	Q1c

b. EmPenShm

If code 1 at Eligible

Do you belong to your employer's pension scheme?

Yes	1	Q3
No	2	Q3
na	-8	Q1c

c. PSchPoss

If neat PenSchm or Eligible or EmPenShm

So do you think it's possible that you belong to a pension scheme run by your employer, or do you definitely not belong to one?

Possibly belongs	1	Q3
Definitely not	2	Q3
na	-8	Q3

## 3.PersPen

If code 1 at WorklWk1 or WorklWk2 or code 3 at GovSchem or code 1 at Trn AND code 1 at Selfemp, or code 1 at Unemtjt2

Some people arrange pensions for themselves which allow the holder to contract out of the State Earnings Related Pension Scheme (SERPS). These schemes are called 'personal pensions'.

Do you at present have any such arrangements?

Yes	1	Q3b
No	2	Q3d
DK	-8	Q3d
Ref	-8	Q3e

## b. PersCont

If code 1 at PersPen

Do you make any extra contributions over and above any rebated National Insurance contributions made by the DSS on your behalf?

Yes	1	Q3c
No	2	Q3c
na	-8	Q3c

## c. EmpCont

If code 1 at PersPen and not code 1-3 at WorklWk3

Does your employer contribute to the scheme?

Yes	1	Q3e
No	2	Q3e
na	-8	Q3e

## d. EverPers

If code 2 or DK at PersPens

Have you ever had any such arrangements?

Yes	1	Q3e
No	2	Q3e
na	-8	Q3e

## e. OthPers

If code 1 at WorklWk1 or WorklWk2 or code 3 at GovSchem or code 1 at Trn AND code 1 at Selfemp, or code 1 at Unemtjt2.

Do you make any other contributions to pensions or Retirement Annuities for which the contributions are INCOME TAX DEDUCTIBLE?

Yes	1	Education
No	2	Education
na	-8	Education

4. SePrsPen      If code 1 at Worklwk1 or WorklWk2 or code 3 at GovSchem or code 1 at Trn AND code 2 at SelfEmp

The self-employed may arrange pensions for themselves for which the contributions are INCOME TAX DEDUCTIBLE. These schemes are sometimes called 'self-employed pensions' or 'Section 226 Retirement Annuities' or 'personal pensions'. Do you at present contribute to one of these scheme?

Yes	1	Education
No	2	Q4a
DK	-8	Q4a
Ref	-8	Education

a. SeEvPers      If code 2 or DK at SePrsPen

Have you ever contributed to one of these schemes?

Yes	1	Education
No	2	Education
na	4	Education

EDUCATION

ALL ADULTS

Full and proxy interviews (Schedtyp = 1 or 2)

1. EducPres      Are you at present attending any sort of leisure or recreation classes' during the day, in the evenings or at weekends?

Yes	1	Q1a
No	2	Q2
na	-8	Q2

a. EdTyp      If Code 1 at EducPres

What type of college or organisation runs these classes?  
CODE ALL THAT APPLY

Evening Institute/Local Education Authority/College or Center of Adult Education	1	Q2
College of Further Education/Technical College	2	Q2
University Extra-Mural Department	3	Q2
Other	4	Q2
Privately run classes	5	Q2
na	-8	Q2



2. AgeLftSc                      If 16-69 at Age, else →- Health

How old were you when you left school?  
(NOT TECH NICALCOLLEGE)

Never went to school	1	Health
Still at school	98	Q7
1..97		
na	-8	Q3

3. PresEd                      If 16-69 at Age and not coded 1 or 98 at Agelftsc

Apart from leisure classes, and Ignoring holidays, are you at present  
doing any of the types of education shown on this card?  
SHOW CARD A

Yes	1	Q3a
No	2	Q4
na	-8	Q4

a. EdNow                      If Code 1 at PresEd

What are you doing at present?

CODE FIRST THAT APPLIES

Studying at a college on a YT or Employment Training (ET) program	1	Q5
Studying at a college or university or polytechnic full-time (INCLUDING SANDWICH COURSE STUDY)	2	Q7
Training in nursing, physiotherapy, or a similar medical subject	3	Q5
Studying at college part-time or on day or block release (INCLUDING COURSES OF UNDER 3 MONTHS)	4	Q5
Open University course	5	Q5
A correspondence course	6	Q5
na	-8	Q5

4.FurthrEd                      If code 2 or na at Presed

I would now like to ask you about any education you may have had  
since leaving school. Have you ever had any full-time or part-time  
further education of the types shown on this card?

SHOW CARD A

Yes	1	Q5
No	2	Q7
na	-8	Q5

5. LastSch If code 1, 3-6 or na at Ednow or code 1 or na at FurthrEd

Now thinking of your full-time education, what type of school or college did you last attend full-time?

EXCLUDE COURSES OF UNDER 3 MONTHS

RUNNING PROMPT

Was it:

elementary or secondary school/

na	1	Q7
----	---	----

university	2	Q6
------------	---	----

polytechnic

(INCLUDE: SCOTTISH

CENTRAL INSTITUTIONS)

3	Q6
---	----

nursing school or teaching

hospital

4	Q6
---	----

or some other type of college?

5	Q6
---	----

Other

6	Q6
---	----

na

-8	Q7
----	----

6.AgeLftFt If coded 2-6 at LastSch

How old were you when you left there, or when you finished or stopped your course?

1..97/na	Q7
----------	----

7.QualsB If 16-69 at Age and code 1 at SchedTyp except code 1 at Agelftsc

HAND INFORMANTCARD B

Have you passed any examinations of the types listed on this card?

Yes	1	Q7a
-----	---	-----

No	2	Q8
----	---	----

na	-8	Q8
----	----	----

a. LevClm1-m9 If code 1 at QualsB

Which ones have you obtained?

Code all that apply.

CSE	1	Q7i
-----	---	-----

GCSE	2	Q7ii
------	---	------

GCE 'O' levels	3	Q7iii
----------------	---	-------

GCE 'AS' levels	4	Q7iv
-----------------	---	------

GCE 'A' levels	5	Q7v
----------------	---	-----

School certificate or matric		Q8
------------------------------	--	----

Higher School Certificate	7	Q8
---------------------------	---	----

Scottish exams	8	Q7vi
----------------	---	------

Foreign school exams		Q8
----------------------	--	----

na	-8	Q8
----	----	----

i. CSElevml-m3	If code 1 at any of LevC1m1-m9		
	What CSE grade(s) do you have?		
	Ungraded or DK grade	1	Q7b
	Grade 1	2	Q7b
	Grades 2-5	3	Q7b
	na	-8	Q8
ii. GCSLevml-m2	If code 2 at any of LevC1m1-m9		
	What GCSE grade(s) do you have?		
	Grades A, B, C	1	Q7b
	Grades D, E, F, G	2	Q7b
	na	-8	Q8
iii. Olevml-m3	If code 3 at any of LevC1m1-m9		
	What 'O' level grade(s) do you have?		
	obtained before 1975	1	Q7b
	Grades A, B, C	2	Q7b
	Grades D,E	3	Q7b
	na	-8	Q8
iv. ASLevel	If code 4 at any of LevC1m1-m3		
	What GCE AS level grade(s) do you have? (1989 OR LATER)		
	Grades A,B	1	Q7b
	Grade C	2	Q7b
	Grade D, E	3	Q7b
	na	-8	Q8
v. ALevml-m3	If code 5 at any of LevC1m1-m9		
	What GCE A level grade(s) do you have?		
	Grades A, B	1	Q7b
	Grade C	2	Q7b
	Grade D,E	3	Q7b
	No grade or don't know grade	4	Q7b
	na	-8	Q8

vi.ScotExml-m8      If code 8 at any of Levclml-m9

HAND INFORMAND CARD C

Do you have any of the exams on this card?

Scottish Leaving Certificate (lower grade) OR Scottish Universities Preliminary Exam	1	Q7b
Scottish Certificate of Education Ordinary Grade (before 1973).	2	Q7b
SCE ordinary grade bands A,B,C	3	Q7b
SCE ordinary grade bands D,E	4	Q7b
Standard grade level 1-3	5	Q7b
Standard grade level 4,5	6	Q7b
Standard grade level 6,7 or no award	7	Q7b
SLC/SCE/SUPE at higher grade or Certificate of Sixth Year Studies	8	Q7b
na	-8	Q8

b.NSubml-m25      If coded 1,5 or 8 at any of Levclml-9 (except nas to exam passed)

ASK AFTER EACH TYPE OF EXAM MENTIONED  
(EXCEPT FOREIGN SCHOOL EXAMS)

In how many subject at .... did you pass?  
1....20/na      Q8

8. QualsC      If 16-69 at Age and code 1 at SchedTyp except code 1 at Agelftsc

HAND INFORMANT CARD D

Do you have any of the qualifications listed on this card or have you passed any of these examinations, whether you are using them or not?

Yes	1	Q8a
No	2	Q9
na	-8	Q9

a.LevC2m1-m10

If code 1 at QualsC

Which qualifications do you have?

Recognised trade apprenticeship completed	1	Q9
Clerical and commercial qualifications (e.g. typing, shorthand, book-keeping, commerce	2	Q9
City and Guilds Certificate - Craft/Intermediate/Ordinary or Part 1	3	Q9
City and Guilds Certificate-Advanced/Final or Part II	4	Q9
City and Guilds Certificate-Full Technological Goto or Part III	5	Q9
BTEC First Award	6	Q9
Ordinary National Certificate (ONC) or Diploma (OND), BEC/TEC/BTEC National/General Certificate or Diploma	7	Q9
Higher National Certificate (HNC) or Diploma, BEC/TEC/BTEC Higher Certificate or Higher Diploma	8	Q9
SCOTVEC National (1-1 modules)	9	Q9
SCOTVEC National (13 or more modules)	10	Q9
na	-8	Q9

9. QualsD

If 16-19 at Age and code 1 at Sched Typ except code 1 at Agelftsc

HAND INFORMANT CARD E

Do you have any of the qualifications listed on this card or have you passed any of these examinations, whether you are using them or not?

Yes	1	Q9a
No	2	Health
na	-8	Health

a.LevC3m1-m9

If code 1 at QualsD

Which qualifications do you have?

Nursing qualifications (e.g. SEN, SRN, SCM, RGN)	1	Health
Teaching qualifications	2	Q9i
University Diploma	3	Q9i
University or CNA A First Degree (e.g. BA, BSc)	4	Q9i
University or CNA A Higher Degree (e.g. MSc, PhD)	5	Q9i
Membership of professional institution	6	Q9i
Other non-school foreign qualifications	7	Health
Any other qualifications obtained after passing an exam	8	Q9i
Any Other C Level Qualification	9	Health
na	-8	

i.WhereObm1-5

If code 2,3-5,6,8 at any of LevC3m1-m9

Where was the qualification obtained?

In the UK	1	Q9ii
Abroad	2	Q9ii
na	-8	Q9ii

ii. Examml-5 If code 8 at LevCode 3

Did you have to pass an exam?

Yes	1	Q9iii
No	2	Q9iii
na	-8	Q9iii

iii. Degree If code 3,4 or 5 at any of LevC3m1-m9,  
else - Health

What was/were the major subject(s)?  
EDITORS CODE DEGREE SUBJECT

13-206/na	Health
-----------	--------

HEALTH

1.GenHlth [\*] Ask All (except proxy informants and under 16s)

Over the last 12 months would you say your health has on the whole  
been good, fairly good, or not good?

Good	1	Q2
Fairly good	2	Q2
Not good	3	Q2
na	-8	Q2

2. Illness [\*] Ask all aged 16 and over

Do you have any long-standing illness, disability or infirmity? By  
longstanding I mean anything that has troubled you over a period of  
time or that is likely to affect you over a period of time?

Yes	1	Q2a
No	2	Q3
na	-8	Q3

a. WhWronml-8 If code 1 at Illness

What is the matter with you?

Illness coded into 42 categories	Q2b
----------------------------------	-----

b.LimitAct [\*] If code 1 at Illness

Does this illness or disability (Do any of these illnesses or disabilities) limit our activities in any way?

Yes	1	Q3
No	2	Q3
na	-8	Q3

3.CutDown [\*] Ask All

Now I'd like you to think about the 2 weeks ending yesterday. During those 2 weeks, did you have to cut down on any of the things you usually do (about the house/at work or in your free time) because of (answers at Lmatter) or some other illness or injury?

Yes	1	Q3a
No	2	Q4
na	-8	Q4

a. NDysCutD If code 1 at CutDown

How many days was this in all during these 2 weeks, including Saturdays and Sundays?

1 .....14/na	Q3b
--------------	-----

4.DocTalk Ask all aged 16 and over

During the 2 weeks ending yesterday, apart from any visit to a hospital, did you talk to a doctor for any reason at all either in person or by telephone?

EXCLUDE: CONSULTATIONS MADE ON BEHALF OF CHILDREN UNDER 16 AND PERSONS OUTSIDE THE HOUSEHOLD.

Yes	1	Q4a
No	2	Q5
na	-8	Q5

a. Nchats If code 1 at DocTalk

How many times did you talk to a doctor in these 2 weeks?

1..9	Q4b
na	-8
	Q5

b. WhsBhlf For each consultation

On whose behalf was this consultation made?

Informant	1	Q4c
Other member of household		
16 or over	2	Q4bi
na	-8	Q4c

i. ForPerno	If code 2 at WhsBhlf		
	Give person number		Q4c
c. NHS	For each consultation		
	Was this consultation		
	under the National Health Service	1	Q4d
	or paid for privately?	2	Q4d
	na	-8	Q4d
d. GP	For each consultation .....		
	Was the doctor		
	RUNNING PROMPT		
	A GP (i.e. a family doctor)	1	Q4e
	or a specialist	2	Q4e
	or some other kind of doctor	3	Q4e
e. DowWhere	For each consultation		
	Did you talk to the doctor..		
	RUNNING PROMPT		
	by telephone	1	Q4f
	at your home	2	Q4f
	in the doctor's surgery	3	Q4f
	at a health center	4	Q4f
	or elsewhere?	5	Q4f
	na	-8	Q4f
f. Presc	For each consultation		
	Did the doctor give (send) you a prescription?		
	Yes	1	Q5
	No	2	Q5
	na	-8	Q5
5.OutPatnt	Ask all aged 16 and over		
	During the months of (LAST 3 COMPLETE CALENDAR MONTHS] did you attend as a patient the casualty or outpatient department of a hospital (apart from straight forward ante- or post-natal visits)?		
	Yes	1	Q5a
	No	2	Q6
	na	-8	Q6



a. Ntimes1	<p>If code 1 at OutPatnt</p> <p>How many times did you attend in (EARLIEST MONTH IN REFERENCE PERIOD)</p> <p>0..31/na</p> <p style="text-align: right;">Q5b</p>									
b.Ntimes2	<p>If code 1 at OutPatnt</p> <p>How many times did you attend in [SECOND MONTH IN REFERENCE PERIOD]</p> <p>0..31/na</p> <p style="text-align: right;">Q5c</p>									
c.Ntimes3	<p>If code 1 at OutPatnt</p> <p>How many times did you attend in [THIRD MONTH IN REFERENCE PERIOD)?</p> <p>0..31/na</p> <p style="text-align: right;">Q5d</p>									
d.NTimeSop	<p>If code 1 at OutPatnt</p> <p>Variable computed by CAPI program</p> <p>Total number of outpatient visits in three months</p> <p>(Ntimes1 + Ntimes2+ Ntimnes3 if response at each)</p>									
6. DayPatnt	<p>Ask all aged 16 and over</p> <p>During the last year, that is, since (DATE ONE YEAR AGO), have you been in hospital for treatment as a day patient ie admitted to a hospital bed or day ward, but not required to remain overnight?</p> <table border="0" style="width: 100%;"> <tr> <td>Yes</td> <td style="text-align: center;">1</td> <td style="text-align: right;">Q6a</td> </tr> <tr> <td>No</td> <td style="text-align: center;">2</td> <td style="text-align: right;">Q7</td> </tr> <tr> <td>na</td> <td style="text-align: center;">-8</td> <td style="text-align: right;">Q7</td> </tr> </table>	Yes	1	Q6a	No	2	Q7	na	-8	Q7
Yes	1	Q6a								
No	2	Q7								
na	-8	Q7								
a.NHSPDays	<p>If code 1 at DayPatnt</p> <p>How many separate days in hospital have you had as a day patient since (DATE ONE YEAR AGO)?</p> <p>1..97/na</p> <p style="text-align: right;">Q7</p>									
7.InPatnt	<p>Ask all aged 16 and over</p> <p>During the last year, that is, since (DATE ONE YEAR AGO]. have you been in hospital as an inpatient, overnight or longer?</p> <table border="0" style="width: 100%;"> <tr> <td>Yes</td> <td style="text-align: center;">1</td> <td style="text-align: right;">Q7a</td> </tr> <tr> <td>No</td> <td style="text-align: center;">2</td> <td style="text-align: right;">Q8</td> </tr> <tr> <td>na</td> <td style="text-align: center;">-8</td> <td style="text-align: right;">Q8</td> </tr> </table>	Yes	1	Q7a	No	2	Q8	na	-8	Q8
Yes	1	Q7a								
No	2	Q8								
na	-8	Q8								

a. Nstays	If code 1 at InPatnt		
	How many separate stays in hospital as an inpatient have you had since (DATE ONE YEAR AGO]		
	1..97		Q7b
	na		Q8
b.Nights1-6	For each stay		
	How many nights altogether were you in hospital?		
	1..97/na		Q8
8.Glasses	Ask all aged 16 and over		
	ASK OR RECORD		
	Do you ever wear glasses or contact lenses?		
	Yes	1	Q8a
	No	2	Q8b
	na	-8	Q10
a.GIWorn	If code 1 at Glasses		
	(Can I check) do you wear		
	RUNNING PROMPT		
	glasses only	1	Q9
	contact lenses only	2	Q9
	or do you sometimes wear		Q9
	glasses and sometimes		
	contact lenses?	3	Q9
	na	-8	Q9
b. EverGlss	If code 2 at Glasses		
	Have you ever had a pair of glasses or contact lenses?		
	Yes	1	Q9
	No	2	Q10
	na	-8	Q10
9. NewPrLyr	If code 1 at Glasses or code 1 at EverGlss		
	In the last year, that is since (DATE ONE YEAR AGO) have you obtained a new pair of glasses - I mean new frames and new lenses - or new contact lenses?		
	DO NOT INCLUDE IF ONLY ONE CONTACT LENS PURCHASED TO REPLACE LOST OR BROKEN LENS.		
	Yes, new glasses	1	Q9ai
	Yes, new contact lenses	2	Q9aai
	Yes, both glasses and contact lenses	3	Q9ai
	No	4	Q10
	na	-8	Q10
ai. PrsGlsses	If code 1 or 3 at New PrLyr		
	How many pairs of glasses have you obtained in the last year?		
	1..97		Q9aai
	na	-8	Q9b

ii. PrsLens	If code 2 or 3 at NewPrLyr		
	How many pairs of lenses have you obtained in the last year?		
	NB: PAIRS OF DISPOSABLE LENSES OBTAINED ON SAME PRESCRIPTION COUNT AS ONE PAIR ONLY		
	1..97		see 09b
	na	-8	Q9c
b. GlReadng	If code 1 or 3 at NewPrLyr		
	Have you obtained any ready made reading glasses, not made up to your own prescription in the last 12 months?		
	Yes, ready made glasses	1	Q9bi
	No	2	Q9c
	na	-8	Q9c
i. GlBought	If code 1 at GlReading		
	Were they bought from an optician or were they purchased from somewhere else?		
	Optician	1	Q9c
	Somewhere else	2	Q9c
	na	-8	Q9c
c. SpecsBfr	If code 1 or 3 at NewPrLyr		
	Did you have either glasses or contact lenses before?		
	Yes, had glasses or contact lenses before	1	Q10
	No, never had either glasses or lenses	2	Q10
	na	-8	Q10
10.SghtTest	Ask all aged 16 and over		
	Have you had your sight tested by an optician in the last year, that is since [DATE ONE YEAR AGO]?		
	EXCLUDE TESTS BY GPs AND HOSPITAL DOCTORS AND THOSE DONE ABROAD		
	Yes	1	Q10a
	No	2	Child Health,
	na	-8	Elderly or Smoking

a. WhoPaid

If code 1 at SghtTest

Did you (or your employer) pay for this eye test?

Yes, informant paid	1	Child Health
Yes, employer paid	2	Elderly or Smoking
No	3	Q10b
DK	-8	Q10b
Ref	-8	Child Health
		Elderly or Smoking

b. InsrTest

If code 3 or DK at WhoPaid

Did you have an insurance agreement which paid for the cost of the sight test?

Yes	1	Child Health, Elderly or Smoking
No	2	Q10c
na	-8	Child Health, Elderly or Smoking

c. NHS test

If code 2 at InsrTest

Was this an NHS sight test, or provided free by an optician?

NHS test	1	Child Health,
Provided free.	2	Elderly or
na	-8	Smoking

If no children under 16 or adult not responsible for any children, and respondent is 65 or over, go to ELDERLY.

If no children under 16 or adult not responsible for any children, and respondent is under 65, go to SMOKING.

CHILD HEALTH

If children under 16 in household and respondent answers that he/she is responsible for the child.

11. Illness [\*]

If respondent responsible for child aged <16

Now I'd like to ask about your children under 16.

Do any of your children under 16 have any long-standing illness, disability or infirmity? By long-standing I mean anything that has troubled them over a period of time or that is likely to affect them over a period of time?

Yes, (any child)	1	Q11a
No (all children)	2	Q12
na	-8	Q12

a. ChList1                      If code 1 at Illness

Enter from household box the person numbers of those children with long-standing illness, disability or infirmity

Q11b

b. WhWronm1-8 [\*] For each child with a long-standing illness, disability or infirmity

What is the matter with.....?

Illness coded into 42 categories

Q11c

c. LimitAct [\*]      For each child with a long-standing illness, disability or infirmity

Does this illness or disability (Do any of these illnesses or disabilities) limit.....'s activities in any way?

Yes	1	Q12
No	2	Q12
na	-8	Q12

12. CutDown [\*]      If respondent responsible for child aged <16

Now I'd like you to think about the 2 weeks ending yesterday. During those 2 weeks, did any of your children have to cut down on any of the things they usually do (at school or in their free time) because of... ?

Yes, (any child)	1	Q12a
No all children)	2	Q13
na	-8	Q13

a. ChList                      If code 1 at CutDown

Enter from household box the person numbers of those children who had to cut down

Q12b

b. NDysCutD                      If code 1 at CutDown

How many days did ... have to cut down in all during the 2 weeks, including Saturdays and Sundays?

1..14/na

Q13

13.DocTalk                      If respondent responsible for child aged <16

During the 2 weeks ending yesterday, apart from visits to a hospital, did any of your children under 16 talk to a doctor for any reason at all, or did you or any other member of the household talk to a doctor on their behalf?

INCLUDE TELEPHONE CONSULTATIONS AND CONSULTATIONS MADE ON BEHALF OF CHILDREN

Yes, (any child)	1	Q13a
No (all children)	2	Q14
na	-8	Q14

a. ChList3	If code 1 at Doctalk		
	Enter from household box the person number: of those children who consulted a doctor		
			Q13b
b. Nchats	If code 1at DocTalk		
	How many times did....talk to the doctor (or did you or any other member of the household consult the doctor on ....'s behalf) in those 2 weeks?		
	1.. 4		Q13c
	na	-8	Q14
c. NHS	For each consultation		
	Was this consultation..		
	under the National Health Service	1	Q13d
	or paid for privately	2	Q13d
	na	-8	Q13d
d. GP	For each consultation		
	Was the doctor		
	RUNNING PROMPT		
	a GP(i.e. a family doctor)	1	Q13e
	or a specialist	2	Q13e
	or some other kind of doctor?	3	Q13e
	na	-8	Q13e
e. DocWhere	For each consultation		
	Did you or .... talk to the doctor		
	RUNNING PROMPT		
	by telephone	1	Q13f
	at your home	2	Q13f
	in the doctor's surgery	3	Q13f
	at a health center	4	Q13f
	or elsewhere?	5	Q13f
	na	-8	Q13f
f. Presc	For each consultation		
	Did the doctor give (send).... a prescription?		
	Yes	1	Q14
	No	2	Q14
	na	-8	Q14

14. OutPat                    If respondent responsible for child aged <16

During the months of [LAST 3 COMPLETE CALENDAR MONTHS] did any of your children under 16 attend as patient the casualty or outpatient or outpatient department of a hospital (apart from straightforward post-natal visits)?

Yes, (any child)	1	Q14a
No (all children)	2	Q15
na	-8	Q15

a. ChList4                    If code 1 at OutPat

Enter from household box the person numbers of those children who attended the casualty or outpatient department of a hospital

Q14b

b. NTimes1                    For each child who has been an outpatient

How many times did...attend in ... ?

0.. 97/na

NTimes2                    How many times did...attend in...?

0.. 97/na

NTimes3                    How many times did... attend in ...?

0.. 97/na

Q15

15.DayPat                    If respondent responsible for child aged <16

During the last year. that is since [DATE ONE YEAR AGO] have any of your children under 16 been in hospital for treatment as a day patient, ie admitted to a hospital bed or day ward, but not required to remain in hospital overnight?

Yes (any child)	1	Q15a
No (all children)	2	Q16
na	-8	Q16

a. ChList5                    If code 1 at DayPat

Enter from household box The person number of those children who have been in hospital as a day patient

Q15b

b. NHSPDays                    For each child who has been a day patient

How many separate days in hospital has....had as a day patient [DATE ONE YEAR AGO]?

1...97/na

Q16

16. InPat	If respondent responsible for child aged <16		
	During the last year. that is since (DATE ONE YEAR AGO] have any of your children under 16 been in hospital as an inpatient overnight or longer?		
	Yes,(any child)	1	Q16a
	No (all children)	2	Q17
	na	-8	Q17
a.ChList6	If code 1at InPat		
	Enter from household box the person numbers of those children who have been in hospital overnight or longer,		
			Q16b
b. Nstays	For each child who has been an inpatient		
	How many separate stays in hospital as an inpatient has...had since (DATE ONE YEAR AGO]?		
	1..97		Q16c
	na	-8	Q17
c. Nights	For each stay		
	How many nights altogether was... in hospital?		
	1.97/na		Q17
17. Glasses	If respondent responsible for child aged <16		
	Does .... ever wear glasses or contact lenses?		
	Yes	1	Q17a
	No	2	Q17b
	na	-8	Q19
a. GIWorn	If code 1 at Glasses		
	Does ...wear....		
	RUNNING PROMPT		
	glasses only	1	Q18
	contact lenses only	2	Q18
	or does he/she sometimes wear glasses and sometimes contact lenses?	3	Q18
	na	-8	Q18



b. EverGlss                    If code 2 at Glasses

(May I check), has ... ever had a pair of glasses or contact lenses?

Yes	1	Q18
No	2	Q19
na	-8	Q19

18. NewPrLyr                    If code 1at Glasses or code 1 at EverGlss

In the last year, that is since (DATE ONE YEAR AGO] has....obtained a new pair of glasses - I mean new frames and new lenses - or new contact lenses?

DO NOT INCLUDE IF ONLY ONE CONTACT LENS PURCHASED TO REPLACE LOSTOR BROKEN LENS.

Yes, new glasses	1	Q18a
Yes, new contact lenses	2	Q18b
Yes, both glasses and contact lenses	3	Q18a and Q18b
No	4	Q19
na	-8	Q19

a. PrsGlsses                    If codes 1 or 3 at New PrLyr

How many pairs of glasses has....obtained in the last year?

ENTER NUMBER OF CONTACT LENSES AT NEXT QUESTION

1...97	Q18b
--------	------

b. PrsLens                    If code 2 or 3 at NewPrLyr

How many pairs of lenses has....obtained in the last year?

PAIRS OF DISPOSABLE LENSES OBTAINED ON SAME PRESCRIPTION COUNT AS ONE PAIR ONLY

1...97	Q18b
--------	------

c. SpecsBfr                    If code 1,2 or 3 at NewPrLyr

Did....have either glasses or contact lenses before?

Yes, had glasses or contact lenses before	1	Q19
No, never had either glasses or lenses	2	Q19
na	-8	Q19

19. SghtTest      If respondent responsible for child aged <16

Has...had his/her sight tested by an optician in the last year. that is since [DATE ONE YEAR AGO]?  
EXCLUDE TESTS BY SCHOOL MEDICAL SERVICE, GPs, HOSPITAL DOCTORS AND THOSE DONE ABROAD.

Yes	1	Elderly
No	2	or
na	-8	Smoking

If respondent is 65 or over go to ELDERLY.  
If respondent is under 65 go to SMOKING.

ELDERLY

ALL ADULTS AGED 65 AND OVER WITH A FULL INTERVIEW.

1. SeeDiff(\*)      All aged over 65 and code 1 at Schedtyp

Does your sight ever cause you difficulties (even when you're wearing your glasses or contact lenses)?

Yes	1	Q2
No	2	Q2
na	-8	Q2

2.HearDiff[\*]      All aged over 65 end code 1 at Schedtyp.

Do you ever have any difficulties with your hearing?

Yes	1	Q2a
No	2	Q3
na	-8	Q3

a. HearAid      If code 1 at HearDiff

(Can I just check) do you ever wear a hearing aid?

Yes	1	Q3
No	2	Q3
na	-8	Q3

3. LimStart      If code 1 at Limitact (Health section)

You mentioned earlier that your activities are limited by ill health or disability. How long ago did this start to limit your activities?

Less Than one year ago	1	Q4
1 - 4 years ago	2	Q4
5 years or more ago	3	Q4
na	4	Q4

#### 4. Stairs

All aged over 65 and code 1 at Schedtyp.

Do you usually manage to get up and down stairs or steps ...

on your own	1	Q4a
only with help from someone else	2	Q4b
or not at all?	3	Q5
na	-8	Q12

#### a. StrsEasy (\*) If code 1 at Stairs

Do you find it

very easy	1	Q5
fairly easy	2	Q5
fairly difficult	3	Q5
or very difficult	4	Q5
na	-8	Q12

... to do this on your own?

#### b. StrsHp If code 2 at Stairs

...Who usually helps you?

Spouse/partner	1	Q5
Other member of household	2	Q5
Relative outside household	3	Q5
Other	9	Q5
na	-8	Q5

#### 5. If code 2 or 3 at Stairs or code 3 or 4 at StrsEasy

ASK OR RECORD

May I just check. do you have to use stairs to get from the rooms you use during the daytime to...

#### a. StairLoo

... the toilet?

Yes	1	Q5b
No	2	Q5b
na	-8	Q5b

#### b. StairBed

... your bedroom?

Yes	1	Q6
No	2	Q6
na	-8	Q6

6. House                    If code 2 or 3 at Stairs or code 3 or 4 at StrsEasy

Do you usually manage to get around the house. (except for any stairs)...

on your own	1	Q6a
only with help from		
someone else	2	Q7
or not at all?	3	Q7
na	-8	Q7

a. HousEasy (\*)    If code 1 at House

Do you find it ...

very easy	1	Q7
fairly easy	2	Q7
fairly difficult	3	Q7
or very difficult	4	Q7
na	-8	Q7

... to do this on your own?

7. Toilet                    If codes 2 or 3 at Stairs or code 3 or 4 at StrsEasy

Do you usually manage to get to the toilet ...

on your own	1	Q7a
only with help from		
someone else	2	Q8
or not at all?	3	Q8
na	-8	Q8

a. ToilEasy (\*)    If code 1 at Toilet

Do you find it..

very easy	1	Q8
fairly easy	2	Q8
fairly difficult	3	Q8
or very difficult	4	Q8
na	-8	Q8

to do this on your own?

8. Bed                      If code 2 or 3 at Stairs or code 3 or 4 at StrsEasy

Do you usually manage to get in and out of bed..

on your own	1	Q8a
only with help from		
someone else	2	Q9
or not at all?	3	Q9
na	-8	Q9

a. BedEasy (*)	If code 1 at Bed		
	Do you find it ..		
	very easy	1	Q9
	fairly easy	2	Q9
	fairly difficult	3	Q9
	or very difficult	4	Q9
	na	-8	Q9
	...to do this on your own?		
9. Dress	If code 2 or 3 at Stairs or code 3 or 4 at StrsEasy.		
	Do you usually manage to dress and undress yourself..		
	on your own	1	Q9a
	only with help from		
	someone else	2	Q10
	or not at all?	3	Q10
	na	-8	Q10
a. DresEasy (*)	If code 1 at Dress		
	Do you find it..		
	very easy	1	Q10
	fairly easy	2	Q10
	fairly difficult	3	Q10
	or very difficult	4	Q10
	na	-8	Q10
	to do this on your own?		
10. Feed	If code 2 cr3 at Stairs or code 3 or 4 at StrsEasy.		
	Do you usually manage to feed yourself ..		
	on your own	1	Q10a
	only with help from		
	someone else	2	Q11
	or not at all	3	Q11
	na	-8	Q11
a. FeedEasy (*)	If code 1 at Feed		
	Do you find it..		
	very easy	1	Q11
	fairly easy	2	Q11
	fairly difficult	3	Q11
	or very difficult	4	Q11
	na	-8	Q11
	to do this on your own?		

11.TaskHp	If code 2 at Home, Toilet, Bed, Dress, Feed Else → Q12		
	You've told me that you usually need help from someone else to [...]. Who usually helps you to do these things?		
	Spouse/partner	1	Q12
	Other member of household	2	Q12
	Relative outside household	3	Q12
	Other	9	Q12
	na	-8	Q12
12. Toenails	All aged over 65 and code 1 at Schedtyp		
	Do you usually manage to cut your toenails yourself, or does someone else do it for you?		
	Self	1	Q12a
	Someone else	2	Q12b
	na	-8	Q13
a.TnailEas[*]	If code 1 at ToeNails		
	(Still looking at the card) do you find it...		
	very easy	1	Q13
	fairly easy	2	Q13
	fairly difficult	3	Q13
	or very difficult	4	Q13
	na	-8	Q13
	...to do this yourself?		
b. TnailHp	If code 2 at ToeNails		
	..Who usually does it for you?		
	Chiropodist	8	Q13
	Spouse/PARTNER	1	Q13
	Other member of household..	2	Q13
	Relative outside household	3	Q13
	na	-8	Q13
13. Bath	All aged over 65 and code 1 at Schedtyp		
	Do you usually manage to loath, shower or wash all over		
	on your own	1	Q13a
	only with help from		
	someone else	2	Q13b
	or not at all?	3	Q14
	na	-8	Q15

a. BathEasy (*)	If code 1 at Bath		
	Do you find it ..		
	very easy	1	Q15
	fairly easy	2	Q15
	fairly difficult	3	Q14
	or very difficult	4	Q14
	na	-8	Q15
	... to do this on your own?		
b. BathHp	If code 2 at Bath		
	.. Who usually helps you?		
	Spouse/partner	1	Q14
	Other member of household	2	Q14
	Relative outside household	3	Q14
	Other	9	Q14
	na	-8	Q14
14. Wash	If code 2 or 3 at Bath or code 3 or 4 at BathEasy.		
	Do you usually manage to wash your face and hands		
	on your own	1	Q14a
	or only with help from someone else?	2	Q14b
	na	-8	Q15
a. WashEasy(*)	If code 1 at Wash		
	Do you find it..		
	very easy	1	Q15
	fairly easy	2	Q15
	fairly difficult	3	Q15
	or very difficult	4	Q15
	na	-8	Q15
	.. to do this on your own?		
b. WashHp	If code 2 at Wash		
	Who usually helps you?		
	Spouse/partner	1	Q15
	Other member of household	2	Q15
	Relative outside household	3	Q15
	Other	9	Q15
	na	-8	Q15

15. Walk	All aged over 65 and code 1 at Schedtyp		
	Do you usually manage to go out of doors and walk down the road..		
	on your own	1	Q15a
	only with help from		
	someone else	2	Q15b
	or not at all?	3	Q16
	na	-8	Q16
a. WalkEasy (*)	If code 1 at Walk		
	Do you find it		
	very easy	1	Q16
	fairly easy	2	Q16
	fairly difficult	3	Q16
	or very difficult	4	Q16
	na	-8	Q16
	to do this on your own?		
b. WalkHp	If code 2 at Walk		
	Who usually helps you?		
	Spouse/partner	1	Q16
	Other member of household	2	Q16
	Relative outside household	3	Q16
	Other	9	Q16
	na	-8	Q16
16. PubTrans	All aged over 65 and code 1 at Schedtyp		
	Do you use public transport at all nowadays?		
	Yes	1	Q16a
	No	2	Q16c
	na	-8	Q17
a. PTOwn	If code 1 at PubTrans		
	Do you usually manage on your own, or only with help from someone else?		
	On own	1	Q16ai
	With help	2	Q16b
	na	-8	Q17



i. PTEasy(*)	If code 1 at Ptown		
	Do you find it		
	very easy	1	Q17
	fairly easy	2	Q17
	fairly difficult	3	Q17
	or very difficult	4	Q17
	na	-8	Q17
	to do this on your own?		
b. PTHelp	If code 2 at PTown		
	Who usually helps you?		
	Spouse/partner	1	Q17
	Other member of household	2	Q17
	Relative outside household	3	Q17
	Other	9	Q17
	na	-8	Q17
c. PTYNot[*]	If code 2 at PubTrans		
	Why is that?		
	Health problem or physical difficulty	1	Q17
	Uses own or household's car	2	Q17
	Uses other car/no need to use public transport	3	Q17
	Public transport is inconvenient	4	Q17
	Public transport is too expensive	5	Q17
	Other	6	Q17
	na	-8	Q17
17. Shopping	All aged over 65 and code 1 at Schedtyp		
	Do you do the household shopping by yourself?		
	Yes	1	Q18
	No	2	Q17a
	na	-8	Q18
a. ShopOwn	If code 2 at Shopping		
	Could you if you had to?		
	Yes	1	Q17b
	No	2	Q17b
	na	-8	Q17b

b.ShopHp	If code 2 at Shopping		
	Does someone do this for you?		
	Yes	1	Q18
	No	2	Q18
	na	-8	Q18
18.Business	All aged over 65 and code 1 at Schedtyp		
	Do you deal with personal affairs - for example, paying bills, writing letters - by yourself?		
	Yes	1	Q19
	No	2	Q18a
	na	-8	Q19
a. BusOwn	If code 2 at Business		
	Could you if you had to?		
	Yes	1	Q18b
	No	2	Q18b
	na	-8	Q18b
b. BusHp	If code 2 at Business.		
	Does someone do this for you?		
	Yes	1	Q19
	No	2	Q19
	na	-8	Q19
19. Dishes	All aged over 65 and code 1 at Schedtyp.		
	Do you wash up and dry dishes?		
	Yes	1	Q20
	No	2	Q19a
	na	8	Q20
a. DishOwn	If code 2 at Dishes		
	Could you if you had to?		
	Yes	1	Q19b
	No	2	Q19b
	na	-8	Q19b
b. DishHp	If code 2 at Dishes		
	Does someone do it for you?		
	Yes	1	Q20
	No	2	Q20
	na	-8	Q20

20. Windows	All aged over 65 and code 1 at Schedtyp		
	Do you clean windows inside yourself?		
	Yes	1	Q21
	No	2	Q20a
	na	-8	Q21
a. WindwOwn	If code 2 at Windows		
	Could you if you had to?		
	Yes	1	Q20b
	No	2	Q20b
	na	-8	Q20b
b. WindwHp	If code 2 at windows		
	Does someone do it for you?		
	Yes	1	Q21
	No	2	Q21
	na	-8	Q21
21.Vacuum	All aged over 65 and code 1 at Schedtyp		
	Do you use a vacuum cleaner		
	Yes	1	Q22
	No	2	Q21a
	na	-8	Q22
a. VacOwn	If code 2 at Vacuum		
	Could you if you had to?		
	Yes	1	Q21b
	No	2	Q21b
	na	-8	Q21b
b. VacHp	If code 2 at Vacuum		
	Does someone do it for you?		
	Yes	1	Q22
	No	2	Q22
	na	-8	Q22
22. Steps	All aged over 65 and code 1 at Schedtyp		
	Do you do jobs involving climbing a stepladder, steps or a chair?		
	Yes	1	Q23
	No	2	Q22a
	na	8	Q23

a. StpsOwn	If code 2 at Steps		
	Could you if you had to?		
	Yes	1	Q22b
	No	2	Q22b
	na	-8	Q22b
b. StpsHp	If code 2 at Steps		
	Does someone do this for you?		
	Yes	1	Q23
	No	2	Q23
	na	-8	Q23
23. Laundry	All aged over 65 and code 1 at Schedtyp		
	Do you wash small amounts of clothing by hand?		
	Yes	1	Q24
	No	2	Q23a
	na	-8	Q24
a. LaundOwn	If code 2 at Laundry		
	Could you if you had to?		
	Yes	1	Q23b
	No	2	Q23b
	na	-8	Q23b
b. LaundHp	If code 2 at Laundry		
	Does someone do this for you?		
	Yes	1	Q24
	No	2	Q24
	na	-8	Q24
24. Bottles	All aged over 65 and code 1 at Schedtyp.		
	Do you open screw top bottles and jars?		
	Yes	1	Q25
	No	2	Q24a
a BottlOwn	If code 2 at Bottles		
	Could you if you had to?		
	Yes	1	Q24b
	No	2	Q24b
	na	-8	Q24b

b. BottlHp	If code 2 at Bottles		
	Does someone do it for you?		
	Yes	1	Q25
	No	2	Q25
	na	-8	Q25
25. Cook	All aged over 65 and code 1 at Schedtyp		
	Do you prepare hot meals for yourself?		
	Yes	1	Q26
	No	2	Q25a
	na	-8	Q28
a. CookOwn	If code 2 at Cook		
	Could you it you had to?		
	Yes	1	Q25b
	No	2	Q25b
	na	-8	Q25b
b. CookHp	If code 2 at Cook		
	Does someone do it for you?		
	Yes	1	Q26
	No	2	Q26
	na	-8	Q26
26. Snack	If code 2 at Cook		
	Do you prepare snacks for yourself?		
	Yes	1	Q27
	No	2	Q26a
	na	-8	Q28
a. SnackOwn	If code 2 at Snack		
	Could you if you had to?		
	Yes	1	Q26b
	No	2	Q26b
	na	-8	Q26b

b. SnackHp	If code 2 at Snack		
	Does someone do it for you?		
Yes	1	Q27	
No	2	Q27	
na	-8	Q27	
27. CupTea	If code 2 at Snack		
	Do you make cups of tea?		
Yes	1	Q28	
No	2	Q27a	
na	-8	Q28	
a. CpTeaOwn	If code 2 at CupTea		
	Could you if you had to?		
Yes	1	Q27b	
No	2	Q27b	
na	-8	Q27b	
b. CpTeaHp	If code 2 at CupTea		
	Does someone do it for you?		
Yes	1	Q28	
No	2	Q28	
na	-8	Q28	
28. DomHelp	If any Shop-CpTeaHp coded 1		
	You've told me someone else helps you with [ ... ]. Who usually does these things for you?		
Spouse/partner	1	Q29	
Other member of household .	2	Q29	
Relative outside household....	3	Q29	
Friend or neighbor	4	Q29	
Voluntary worker	5	Q29	
Formal NHS or personal social services	6	Q29	
Paid help	7	Q29	
Other	9	Q29	
na	-8	Q29	
29.GoVisit	All aged over 65 and code 1at Schedtyp.		
	Do you ever go to see, or call in on, relatives or friends nowadays?		
Yes	1	Q29a	
No	2	Q30	
na	-8	Q30	

a.GVisFreq

If code 1 at GoVisit

About how often do you go to see relatives or friends?

Every day or nearly	1	Q30
Two or three times a week	2	Q30
Once a week	3	Q30
Once or twice a month	4	Q29b
Less than once a month	5	Q29b
na	-8	Q30

b. GVisLMth

If code 4 or 5 at GVisFreq

(May I just check) did you go to see any relatives or friends last month, that is during (LAST COMPLETE CALENDAR MONTH)?

Yes	1	Q30
No	2	Q30
na	-8	Q30

30. ComVisit

All aged over 65 and code 1 at Schedtyp

Do any relatives or friends come to see you or call in on you here nowadays?

Yes	1	Q30a
No	2	Q31
na	-8	Q31

a. CVisFreq

If code 1 at ComVisit

About how often do relatives and friends come to see you here?

Every day or nearly	1	Q31
Two or three times a week	2	Q31
Once a week	3	Q31
Once or twice a month	4	Q30b
Less than once a month	5	Q30b
na	-8	Q31

b.CVisLMth

If code 4 or 5 at CVisFreq

(May I just check) did any friends or relatives come to see you last month. that is during (LAST COMPLETE CALENDAR MONTH)?

Yes	1	Q31
No	2	Q31
na	-8	Q31

31. Neighbrs

All aged over 65 and code 1at Schedtyp

Apart from relatives or friends, do you see any of your neighbors to chat to?

Yes	1	Q31a
No	2	Q32
na	-8	Q32

a. NbrsFreq

If code 1 at Neighbrs

About how often do you see any of your neighbors to chat to?

Every day or nearly	1	Q32
---------------------	---	-----

Two or three times a week	2	Q32
Once a week	3	Q32
Once or twice a month	4	Q32
Less than once a month	5	Q32
na	-8	Q32

EldInt3 All aged over 65 and code 1 at Schedtyp

This is a list of services that people can make use of. Some of them won't apply to you, but others may. Which of these services did you make use of last month, that is during (LAST COMPLETE CALENDAR MONTH)?

SHOW CARD G

32.HomeHelp All aged over 65 and code 1 at Schedtyp

Local Authority home help or home care worker?

Used last month	1	Q33
Not used last month	2	Q33
na	-8	Q33

33.PrivHelp All aged over 65 and code 1 at Schedtyp

Private domestic help?

Used last month	1	Q34
Not used last month	2	Q34
na	-8	Q34

34. DistNrse All aged over 65 and code 1 at Schedtyp

District nurse, health visitor, or any other kind of nurse visiting you at home?

Used last month	1	Q35
Not used last month	2	Q35
na	-8	Q35

35. MIsnWhls All aged over 65 and code 1 at Schedtyp

Meals on wheels?

Used last month	1	Q36
Not used last month	2	Q36
na	-8	Q36

36. LncHClub All aged over 65 and code 1 at Schedtyp

Lunch club run by the council or a voluntary body?

Used last month	1	Q37
Not used last month	2	Q37
na	-8	Q37

37. DayCen All aged over 65 and code 1 at Schedtyp

Day Center for the elderly?

Used last month	1	Q38
-----------------	---	-----



Not used last month	2	Q38
na	3	Q38

38. VolHelpr      All aged over 65 and code 1 at Schedtyp  
 Helper from a voluntary organisation

Used last month	1	Q39
Not used last month2	2	Q39
na	3	Q39

39. HHTimes      If code 1 at HomeHelp  
 About how often did you have your Local Authority home help last month?

Every day or nearly	1	Q39
Two or three times a week	2	Q39
Once a week	3	Q39
Less often	4	Q39
na	-8	Q39

a. HHHours      If code 1 at Homehlp  
 About how many hours each week do you have the home help for?

1...97		Q29b
na	-8	Q29b

b. PHTimes      If code 1 at PrivHelp  
 About how often did you have private domestic help last month?

Every day or nearly	1	Q29c
Two or three times a week	2	Q29c
Once a week	3	Q29c
Less often	4	Q29c
na	-8	Q29d

c. DNTimes

If code 1 at DistNrse

About how often did you have visits from a nurse last month?

Every day or nearly	1	Q29d
Two or three times a week	2	Q29d
Once a week	3	Q29d
Less often	4	Q29d
na	-8	Q29d

d. MWTimes

If code 1 at MlsnWhls

About how often did you have Meals on Wheels last month?

Every day or nearly	1	Q29e
Two or three times a week	2	Q29e
Once a week	3	Q29e
Less often	4	Q29e
na	-8	Q29e

e. LCTimes

If code 1 at Llnchclub

About how often did you have lunch at a lunch club last month?

Every day or nearly	1	Q29f
Two or three times a week	2	Q29f
Once a week	3	Q29f
Less often	4	Q29f
na	-8	Q29f

f. CenTimes

If code 1 at DayCen

About how often did you go to the Day Center last month?

Every day or nearly	1	Q29g
Two or three times a week	2	Q29g
Once a week	3	Q29g
Less often	4	Q29g
na	-8	Q29g

g. VHTimes

If code 1 at VolHelpr

About how often were you visited by a voluntary worker last month?

Every day or nearly	1	Q40
Two or three times a week	2	Q40
Once a week	3	Q40
Less often	4	Q40
na	-8	Q40

EldInt4

All aged over 65 and code 1 at Schedtyp

Now here is another list. Which of these health and social services did you make use of during (LAST 3 COMPLETE CALENDAR MONTHS)?

SHOW CARD H

40. DsLst3M	All aged over 65 and code 1 at Schedtyp		
	Doctor/GP at his/her surgery?		
	INCLUDE BOTH NHS AND PRIVATE		
	Yes	1	Q41
	No	2	Q41
	na	-8	Q41
41. DaLst3M	All aged over 65 and code 1 at Schedtyp		
	Doctor attending you at home?		
	INCLUDE BOTH NHS AND PRIVATE		
	Yes	1	Q42
	No	2	Q42
	na	-8	Q42
42. HdLst3M	All aged over 65 and code 1 at Schedtyp		
	Hospital doctor?		
	INCLUDE BOTH NHS AND PRIVATE		
	Yes	1	Q43
	No	2	Q43
	na	-8	Q43
43. NsLst3M	All aged over 65 and code 1 at Schedtyp		
	Nurse at a surgery or health center?		
	INCLUDE BOTH NHS AND PRIVATE		
	Yes	1	Q44
	No	2	Q44
	na	-8	Q44
44. SwLst3M	All aged over 65 and code 1 at Schedtyp		
	Local Authority social worker or care manager?		
	Yes	1	Q45
	No	2	Q45
	na	-8	Q45

45.DtLst3M	All aged over 65 and code 1 at Schedtyp		
	Dentist?		
	INCLUDE NHS AND PRIVATE		
	Yes	1	Q46
	No	2	Q46
	na	-8	Q46

46.ChLst3M	All aged over 65 and code 1 at Schedtyp		
	Chiropracist at home, clinic or hospital?		
	INCLUDE BOTH NHS AND PRIVATE		
	Yes	1	Q47
	No	2	Q47
	na	-8	Q47

47. OpLst3M	All aged over 65 and code 1 at Schedtyp		
	Optician?		
	INCLUDE BOTH NHS AND PRIVATE		
	Yes	1	see
	No	2	Q48
	na	-8	a-h

48a. DsLstMth	If code 1 at DsLst3M		
	Did you see the doctor at the surgery last month, that is.		
	In (LAST COMPLETE CALENDAR MONTH)?		
	Yes	1	Q48b
	No	2	Q48b
	na	-8	Q48b

b. DaLstMth	If code 1 at DaLst3M		
	Did the doctor come and see you at home last month, that is, in [LAST		
	COMPLETE CALENDAR MONTH]?		
	Yes	1	see
	No	2	Q48c
	na	-8	

c. HdLstMth	If code 1 at HdLst3M		
	Did you see the doctor at the hospital last month, that is,		
	in [LAST COMPLETE CALENDAR MONTH]?		
	Yes	1	see
	No	2	Q48d
	na	-8	

d. NsLstMth	If code 1 at NsLst3M		
	Did you see the nurse at the surgery last month, that is, in [LAST COMPLETE CALENDAR MONTH]?		
	Yes	1	see
	No	2	Q48e
	na	-8	
e. SwLstMth	If code 1 at SwLst3M		
	Did you see the social worker or care manager last month, that is, in (LAST COMPLETE CALENDAR MONTH)?		
	Yes	1	see
	No	2	Q48f
	na	-8	
f. DtLstMth	If code 1 at DtLst3M		
	Did you see the dentist last month. that is, in [LAST COMPLETE CALENDAR MONTH]?		
	Yes	1	see
	No	2	Q48g
	na	-8	
g. ChLstMth	If code 1 at ChLst3M		
	Did you see the chiropodist last month, that is, in [LAST COMPLETE CALENDAR MONTH]?		
	Yes	1	see
	No	2	Q48h
	na	-8	
h. OpLstMth	If code 1 at OpLst3M		
	Did you see the optician last month, that is, in [LAST COMPLETE CALENDAR MONTH]?		
	Yes	1	Q49
	No	2	Q49
	na	-8	Q49
49. Shelter	All aged over 65 and code 1 at Schedtyp		
	[INT CODE] Is the respondent living in sheltered accommodation?		
	Sheltered: warden on premises		
		1	Smoking
	No warden on premises, but premises have a central alarm system		
		2	Smoking
	Not sheltered	3	Smoking
	Not sure	4	Smoking
	na	-8	Smoking

# SMOKING

SelfCom1

If coded 16 or 17 at Age

Offer self-completion form and enter code.

Informant accepted self-completion	1	Q1
Informant refused self-completion	2	Drinking

1. SmokEver

If aged 18 and over and code 1 at Selfcom1

Have you ever smoked a cigarette, a cigar or a pipe?

Yes	1	Q2
No	2	Drinking
na	-8	Drinking

2. CigNow

If code 1 at SmokEver

Do you smoke cigarettes at all nowadays?

Yes	1	Q3
No	2	Q10
na	-8	Q10

3 QtyWkEnd

If code 1 at CigNow

About how many cigarettes A DAY do you usually smoke at weekends?

1...97		Q4
IF LESS THAN 1 ENTER 0		Q4
na	-8	Q4

4 QtyWkDay

If code 1 at CigNow

About how many cigarettes A DAY do you usually smoke on weekdays?

1... 97		Q5
IF LESS THAN 1 ENTER 0		Q5
na	-8	Q5

5.CigType

If code 1 at CigNow

Do you mainly smoke...

RUNNING PROMPT

filter-tipped cigarettes or plain or untipped cigarettes	1	Q6
or hand-rolled cigarettes?	2	Q6
	3	Q7
na	-8	Q7

6. CigBrand            If coded 1 or 2 at CigType

Which brand of cigarette do you usually smoke?

Review cigarette details, and assign 3-digit code from CARD J. If not on list, code as 997.

1... 997		Q7
na	-8	Q7

7. NoSmoke (\*)        If code 1 at Cignow

How easy or difficult would you find it to go without smoking for a whole day?

Would you find it ...

RUNNING PROMPT

Very easy	1	Q8
Fairly easy	2	Q8
Fairly difficult	3	Q8
very difficult?	4	Q8
na	-8	Q8

8. GiveUp[\*]           If code 1 at Cignow

Would you like to give up smoking altogether?

Yes	1	Q9
No	2	Q9
na	-8	Q9

9. FirstCig            If code 1 at Cignow

How soon after waking do you usually smoke your first cigarette of the day?

...PROMPT AS NECESSARY

Less than 5 minutes	1	Q11
5 -14 minutes	2	Q11
15-29 minutes	3	Q11
30 minutes but less than 1 hour	4	Q11
1 hour but less than 2 hours	5	Q11
2 hours or more	6	Q11
na	-8	Q11

10 CigEver            If code 2 or na at CigNow

Have you ever smoked cigarettes regularly?

Yes	1	Q10a
No	2	Q12
na	-8	Q12

a. CigUsed	If code 1 at CigEver		
	About how many cigarettes did you smoke IN A DAY when you smoked them regularly?		
	1..97		Q10b
	IF LESS THAN 1 ENTER 0		Q10b
	na	-8	Q10b
b. CigStop	If code 1 at CigEver		
	How long ago did you stop smoking cigarettes regularly?		
	PROMPT AS NECESSARY		
	Less than 6 months ago	1	Q11
	6 months but less than a year ago	2	Q11
	1 year but less than 2 years ago	3	Q11
	2 years but less than 5 years ago	4	Q11
	5 years but less than 10 years ago	5	Q11
	10 years or more ago	6	Q11
	na	-8	Q11
11. CigAge	If code 1 at CigNow or code 1 at CigEver		
	How old were you when you started to smoke cigarettes regularly?		
	SPONTANEOUS: Never smoked cigarettes regularly		
	0..97/na	0	Q12
			Q12
12. CigarReg	If code 1 at SmokEver		
	Do you smoke at least one cigar of any kind per month nowadays?		
	Yes	1	Q12a
	No	2	Q12b
	na	-8	Q12b
a. CigarsWk	If code 1 at CigarReg		
	About how many cigars do you usually smoke in a week?		
	IF LESS THAN 1 ENTER 0		
	1..97/na		Q13
b. CigarEvr	If code 2 or DK at CigarReg		
	Have you ever regularly smoked at least one cigar of any kind per month?		
	Yes	1	Q13
	No	2	Q13
	na	-8	Q13



13. PipeNow	Men coded 1 at SmokEver Women → Drinking.		
	Do you smoke a pipe at all nowadays?		
	Yes	1	Drinking
	No	2	Q14
	na	-8	Drinking
14. PipeEver	If code 2 at PipeNow		
	Have you ever smoked a pipe regularly?		
	Yes	1	Drinking
	No	2	Drinking
	na	-8	Drinking
	DRINKING		
	All adults aged 16 and over with a full interview (age 16+ and code 1 at SchedTyp		
SelfCom2	If age 18+ (these aged 16 and 17 must answer by self-completion		
	Offer self completion form and enter code.		
	Interviewer asked section	1	Q1
	Informant accepted self-completion	2	Q1
1.DrinkNow	All age 16+ and code 1 at SchedTyp (ask or self completion)		
	Do you ever drink alcohol nowadays, including drinks you brew or make at home?		
	Yes	1	Q5
	No	2	Q5
	na	-8	See Family information
2. DrinkAny	If code 2 at DrinkNow		
	Could I just check, does that mean you never have an alcoholic drink nowadays. or do you have an alcoholic drink very occasionally, perhaps for medicinal purposes or on special occasions like Christmas or New Year?		
	Very occasionally	1	Q5
	Never	2	Q3
	na	-8	See Family Information

3. TeeTotal      If code 2 at DrinkAny

Have you always been a non-drinker or did you stop drinking for some reason?

Always a non-drinker	1	Q4
Used to drink but stopped	2	Q4a
na	-8	See Family Information

4. NonDrink [\*]      If code 1at TeeTotal

What would you say is the main reason you have always been a non-drinker?

Religious reasons	1	
Don't like it	2	
Parent's advice/influence	3	See Family
Health reasons	4	information
Can't afford it	5	
Other	6	
na	-8	

a. StopDrin (\*)      If code 2 at TeeTotal

What would you say is the main reason you stopped drinking?

Religious reasons	1	
Don't like it	2	
Parent's advice /influence	3	See Family
Health reasons	4	information
Can't afford It	5	
Other	6	
na	-8	

5. DrinkAmt[\*]      If code 1 at DrinkNow or code 1 at DrinkAny

I'm going to read out a few descriptions about the amounts of alcohol people drink, and I'd like you to say which one fits you best. Would you say you:

RUNNING PROMPT

hardly drink at all	1	Q6
drink a little	2	Q6
drink a moderate amount	3	Q6
drink quite a lot	4	Q6
or drink heavily?	5	Q6
na	6	Q6

## 6. Shandy

If code 1 at DrinkNow or code 1 at Drinkany

How often have you had a drink of shandy (exclude bottles/cans) during the last 12 months, that is since (DATE ONE YEAR AGO)?

SHOW CARD E

Almost every day	1	Q6i
5 or 6 days a week	2	Q6i
3 or 4 days a weak	3	Q6i
once or twice a week	4	Q6i
once or twice a month	5	Q6i
once every couple of months	6	Q6i
once or twice a year	7	Q6i
not at all in last twelve	8	Q6a
na	-8	Q6a

### i. ShandyAm

If coded 1-7 at shandy

How much Shandy (exclude bottles/cans) have you usually drunk on any one day during the last 12 months, that is since (DATE ONE YEAR AGO)?

ENTER NO. OF HALF-PINTS (1-96)

## a. Beer

If code 1 at DrinkNow or code 1 at DrinkAny

How often have you had a drink of beer, lager, stout, cider during the last 12 months, that is since [DATE ONE YEAR AGO)?

SHOW CARD E

Almost every day	1	Q6ai
5 or 6 days a week	2	Q6ai
3 or 4days a week	3	Q6ai
once or twice a week	4	Q6ai
once or twice a month	5	Q6ai
once every couple of months	6	Q6ai
once or twice a year	7	Q6ai
not at all in last twelve months	8	Q6b
na	-8	Q6b

### i. BeerAm

If code 1-7 at beer

Other than cans, how many half pints of beer, lager, stout, cider have you usually drunk on any one day during the last 12 months, that is since [DATE ONE YEAR AGO)?

ENTER NO OF HALF-PINTS(1-96)

b. Spirit

If code 1 at DrinkNow or code 1 at DrinkAny

How often have you had a drink of spirits or liqueurs (eg gin, whisky, rum, brandy, vodka, advocaat) during the last 12 months, that is since (DATE ONE YEAR AGO)?

SHOW CARD E

Almost every day	1	Q6bi
5 or 6 days a week	2	Q6bi
3or4daysaweek	3	Q6bi
once or twice a week	4	Q6bi
once or twice a month	5	Q6bi
once every couple of months	6	Q6bi
once or-twice a year	7	Q6bi
not at all in last		
twelve months	8	Q6c
na	-8	Q6c

i. SpiritAm

If code 1-7 at spirit

How much spirits or liqueurs (eg gin, whisky, rum, brandy, vodka, advocaat) have you usually drunk on anyone day during the last 12 months, that is since[DATE ONE YEAR AGO]?  
ENTER NO. OF SINGLES.1-96

c. Sherry

If code 1 at DrinkNow or code 1 at DrinkAny

How often have you had a drink of sherry or martini (including port, vermouth, cinzano, dubonnet) during the last 12 months that is since [DATE ONE YEAR AGO)?

SHOW CARD E

Almost every day	1	Q6ci
5 or 6 days a week	2	Q6ci
3 or 4 days a week	3	Q6ci
once or twice a week	4	Q6ci
once or twice a month	5	Q6ci
once every couple of months	6	Q6ci
once or twice a year	7	Q6ci
not at all in last		
twelve months	8	Q6d
na	-8	Q6d

i. SherryAm

If code 1-7 at Sherry

How much sherry or martini (including port, vermouth, cinzano, dubonnet) have you usually drunk on anyone day during the last 12 months, that is since (DATE ONE YEAR AGO)?

ENTER NO. OF SMALL GLASSES (1.96)

d. Wine

If code 1 at DrinkNow or code 1 at DrinkAny

How often have you had a drink of wine (including babycham, champagne) during the last 12 months, that is since (DATE ONE YEAR AGO)?

SHOW CARD E

Almost every day	1	Q6di
5 or 6 days a week	2	Q6di
3 or 4 days a week	3	Q6di
once or twice a week	4	Q6di
once or twice a month	5	Q6di
once every couple of months	6	Q6di
once or twice a year	7	Q6di
not at all in last twelve months	8	Q6e
na	-8	Q6e

i. WineAm

If code 1-7 at wine

How much wine (inc. babycham, champagne) have you usually drunk on any one day during the last 12 months, that is since [DATE ONE YEAR AGO)?

ENTER NO. OF GLASSES(1-96)

e. IfOther

If code 1 at DrinkNow or code 1 at DrinkAny

Have you had any other alcoholic drinks during the last 12 months that is since [DATE ONE YEAR AGO)?

Yes	1	Q6ei
No	2	Q7
na	-8	Q7

i. OtherDr

If code 1 at IfOther

Please specify other drink(s)

ii. OtherD

If code 1 at IfOther

How often have you had a drink of ..... during the last 12 months, that is since [DATE ONE YEAR AGO)?

SHOW CARD E

Almost every day	1	Q6eiii
5 or 6 days a week	2	Q6eiii
3 or 4 days a week	3	Q6eiii
once or twice a week	4	Q6eiii
once or twice a month	5	Q6eiii
once every couple of months	8	Q6eiii
once or twice a year	7	Q6eiii
not at all in last twelve months	8	Q7
na	-8	Q7

iii. OtherAm

If code 1-7 at Other D

How much of other drinks have you usually drunk on any one day during the last 12 months, that is since (DATE ONE YEAR AGO)?

ENTER AMOUNT

7. DrOften

If code 1 at DrinkNow or code 1 at DrinkAny

(Thinking now about all kinds of drinks) how often have you had an alcoholic drink of any kind during the last 12 months?

SHOW CARD E

Almost every day	1	Q8
5 or 6 days a week	2	Q8
3 or 4 days a week	3	Q8
once or twice a week	4	Q8
once or twice a month	5	Q8
once every couple of months	6	Q8
once or-twice a year	7	Q8
not at all in last twelve months	8	Q8
na	-8	Q8

8. DHAmount

If code 1 at DrinkNow or code 1 at DrinkAny

You may know that the Department of Health and the medical profession recommend that people should drink no more than a certain amount of alcohol each week. Do you think you usually drink more or less than the recommended amount?

More	1	See Family
Less	2	information
Recommended amount	3	

FAMILY INFORMATION

All adults aged 16-59 with a full interview (age 16-59 and code 1 at SchedTyp)

1. SIMar

If code 3 or 7 at MarStat

Have you ever been legally married?

Yes	1	Q3
No	2	Q3
na	-8	Q2

ChkFIA

INTERVIEWER CODE

Informant is married or cohabiting - but their partner is

NOT a household member	1	Q2
Everyone else	2	Q3

## 2. HusbAway

If code 1 at SIMar

Is your husband, wife or partner absent because he/she usually works away from home, or for some other reason?

Usually works away (include  
Armed Forces, Merchant

Navy)	1	Q3
Marriage broken down	2	Q3
Some other reason	3	Q3
na	-8	Q3

## FamIntro

The next section consists of a series of questions about family information.

## 3. SelfCom3

Offer self-completion form and enter code

Interviewer asked section	1	see Q3a
Informant accepted self-completion	2	Income
Data now being keyed by Interviewer	3	see Q3a
Interpreter aged under 16 section not asked	4	Income
Marital history incomplet	5	Q12

## FamInfSG

Variable computed in the CAPS program. Used in Dvs but not routing.

If code 2 at Sex, and code 1 at MarStat,

If code 2 or 3 at SelfCom3	FamInfSG = 1
If code 1 at SelfCom3	FamInfSG = 2

If code 2 at Sex, and code 2 at MarStat,

If code 2 or 3 at SelfCom3	FamInfSG = 3
If code 1 at SelfCom3	FamInfSG = 4

If code 2 at Sex and code 3 at MarStat, and code 1 at SIMar,

If code 2 or 3 at SelfCom3	FamInfSG = 7
If code 1 at SelfCom3	FamInfSG = 8

If code 2 at Sex, and code 3 at MarStat, and not coded 1 at SIMar

If code 2 or 3 at SelfCom3	FamInfSG = 5
If code 1 at SelfCom3	FamInfSG = 6

If code 2 at Sex, and code 4, 5 or 6 at MarStat or code 1 at SIMar,

If code 2 or 3 at SelfCom3	FamInfSG = 7
If code 1 at SelfCom3	FamInfSG = 8

If code 1 at Sex, and code 1 at MarStat,

If code 2 or 3 at SelfCom3	FamInfSG = 9
If code 1 at SelfCom3	FamInfSG = 10

If code 1 at Sex, and code 2 at MarStat,

```

If code 2 or 3 at SelfCom3      FamInfSG = 11
If code 1 at SelfCom3          FamInfSG = 12

If code 1 at Sex, and code 3 at Marstat, and code 1 at SIMar,

If code 2 or 3 at SelfCom3      FamInfSG = 15
If code 1 at SelfCom3          FamInfSG = 16

If code 1 at Sex, and code 3 at MarStat, and not coded 1 at SIMar,

If code 2 or 3 at Selfcom3      FamInfSG = 13
If code 1 at SelfCom3          FamInfSG = 14

If code 1 at Sex, and code 4, 5 or 6 at MarStat or code 1 at SlMar,

If code 2 or 3 at SelfCom3      FamInfSG = 15
If code 1 at SelfCom3          FamInfSG = 16

```

a. WhereWed

If code 1, 4, 5, 6 at MarStat

Thinking of your present/most recent marriage, did you get married with a religious ceremony of some kind, or at a register office, or are/were you simply living together as a couple?

Religious ceremony of some kind	1	Q4
Register office	2	Q4
Religious ceremony and register office	3	Q4
Living together as a couple	4	Q5
na	-8	Q8

4. NumMar

If coded 1-3 at WhereWed

How many times have you been legally married?  
(INCLUDE PRESENT MARRIAGE)

1.. 7		Q8
na	-8	Q12

5.

If code 4 at WhereWed and code 1 or 2 at MarStat

When did you and your partner start living together as a couple?

CIMon	ENTER MONTH 1..12/na	Q6
CIYr	ENTER YEAR 0.. 94/na	Q6

6. CIPrtMar

If code 4 at WhereWed and code 1 or 2 at MarStat

Has your partner ever been married, that is legally married?

Yes	1	Q7
No	2	Q7
na	-8	Q7



7. CIMar	If code 4 at WhereWed or code 2 at MarStat		
	Have you yourself ever been legally married?		
	Yes	1	Q7a
	No	2	Q12
	na	-8	Q12
a. CINumMar	If code 1 at CIMar		
	How many times have you been legally married altogether?		
	1...7		Q8
	na		Q12
Pmarrno	Variable computed in CAPI program Marriage number: 1-4		
8.	If code 1 at Wherewed or code 1 at CIMar except where na at Nummar or CINumMar		
	What month and year were you married?		
MonMar	ENTER MONTH 1..12/na		Q8a
YrMar	ENTER YEAR 0..94/na		Q8a
a. LvTgthr	If code 1-3 at Wherewed or code 1 at CIMar except where na at Nummar or CINumMar		
	Yes	1	Q8b
	No	2	Q9
	na	-8	Q9
b.	If code 1 at LvTgthr		
	What month and year did you start living together?		
MonLvTg	ENTER MONTH 1..12/na	Q9	
YrLvTg	ENTER YEAR 0..94/na	Q9	
9.PartMar	Code 1-3 at Wherewed or code 1 at CIMar except where na at NumMar or CINumMar		
	Had your husband/wife been legally married before?		
	Yes	1	Q10
	No	2	Q10
	na	-8	Q10
10. Current	For most recent marriage entered at Pmarrno		
	INTERVIEWER - IS THIS MARRIAGE CURRENT OR HAS IT ENDED?		
	current	1	Q12
	ended	2	Q10a
	na	-8	Q12
a. HowEnded	If code 2 at current or previous marriage that ended		
	Did your marriage end in		
	death	1	Q10b
	divorce	2	Q10c
	or separation?	3	Q10c

CurOrEx Variable computed in CAPI program  
Current marriages: 1-4

b. If code 1 at Howended

What month and year did your husband/wife die?

MonDie ENTER MONTH 1..12/na  
YrDie ENTER YEAR 0..94/na

see  
Q11

c. If code 2 or 3 at Howended

What month and year did you stop living together?

MonSep ENTER MONTH 1..12/na  
YrSep ENTER YEAR 0..94/na

see  
Q10ci

i. If code 2 at HowEnded

What month and year was your decree absolute granted?

MonDiv ENTER MONTH 1..12/na  
YrDiv ENTER YEAR 0..94/na

see  
Q11

11. Tgthr Widowed, divorced, separated or single men and women, where there is an unrelated adult of the opposite sex in the household who is not married or cohabiting

INTRODUCE AS NECESSARY

(As you know, some couples live together without actually getting married, either because they cannot get married for some reason, or because they prefer not to get married.)

Are you currently living with someone as a couple?

Yes	1	Q11a
No	2	Q12
na	-8	Q12

a. If code 1 at Tgthr

When did you and your partner start living together as a couple?

StrtMon ENTER MONTH 1..12/na  
StrtYr ENTER YEAR 0..94/na

Q11ai  
Q11ai

i. CPartMar	If code 1 at Tgthr		
	Has your partner ever been married, that is legally married?		
	Yes	1	see
	No	2	Q12a
	na	-8	
12. Children	Interviewer code: Does this person have any children in the household (includes adults and/or step or foster children)?		
	Yes	1	see Q12a
	No	2	Q14
12a. StpChld2	Women with children in household		
	(The next questions are about the family).		
	Have you any step, foster or adopted children living with you?		
	Yes	1	Q13
	No	2	Q14
	na	-8	Q14
12b. StpChld2	Men with children in household		
	Have you any step children of any age living with you?		
	Yes	1	Q13
	No	2	Income
	na	-8	Income
13. NumStep	If code 1 at Stpchld2		
	How many step, foster, or adopted children have you living with you altogether?		
	1... 7/na		Q13a
a. StPersNo	For each step child		
	ENTER PERSON NUMBER OF CHILD FROM HOUSEHOLD BOX		
	1.. 20		Q13b
b. StepType	ENTER CODE AS FOLLOWS		
	Step	1	Q13c
	Foster	2	Q13c
	Adopted	3	Q13c
	na	-8	Q13c

c.	For each child		
	Date child started living with informant		
StLivMon	ENTER MONTH 1..12/na		Q14c
StLivYr	ENTER YEAR 0..94/na		Q14c
14. Baby	If code 2 at Sex and age 16-59		
	ASK OR CODE		
	EXCLUDE ANY STILLBORN		
	Have you ever had a baby - even one who only lived for a short time?		
	Yes	1	Q15
	No	2	see Q16
	na	-8	see Q16
15. NumBaby	If code 1 at Baby		
	EXCLUDE ANY STILLBORN		
	How many children have you given birth to, including any who are not living here and any who may have died since birth?		
	1..20/na		Q15a
	For each child		
	Date of birth		
a. BirthMon	ENTER MONTH 1..12/na		seeQ15b
BirthYr	ENTER YEAR 0.. 94/na		seeQ15b
b.BirthSex	Sex of Child		
	Male	1	Q15c
	Female	2	Q15c
	na	-8	Q15c
c. ChldLive	Is child living with informant?		
	Yes	1	Q16
	No,lives elsewhere	2	Q16
	No, deceased	-8	Q16
	na		
16. Pregnant	If code 2 at Sex and age 16-49		
	Else → Income		
	(May I just check), are you pregnant now?		
	Yes	1	Q17
	No/unsure	2	Q17
	na	-8	Q17

17. MoreChld      If code 2 at Sex and age 16-49  
 Else→ Income

Do you think that you will have any (more) children at all (after the one you are expecting)? Could you choose your answers from this card?

SHOW CARD L

Yes	1	Q17b
Probably yes	2	Q17b
Probably not	3	Income
No	4	Income
DK	8	Q17a
Ref	-8	Income

a. ProbMore      If DK at MoreChld

On the whole, do you think...

you will probably have any/ more children	1	Q17b
or you will probably not have any/more children	2	Income
na	-8	Income

b. TotChld      If coded 1 or 2at MoreChld or 1 at ProbMore

(Can I just check, do you have ... children still alive) How many children do you think you will have born to you in all [including those you have already (who are still alive) (and the one you are expecting)]?

1..20/na      Q17bi

i. NextAge      If coded 1 or 2 at Morechld or 1 at ProbMore

How old do you think you will be when you have your first/next baby (after the one you are expecting)?

1 ..97/na      Income

INCOME

1.StatBenE      All adults with full interviews(code 1 at SchedTyp)

SHOW CARD M

Would you please look at this card and tell me whether you are receiving any of the state benefits listed on it?  
 INCLUDE ET, TRAINING FOR WORK AND EA  
 ALLOWANCE

Yes receiving benefits - code at next question	1	Q1a
No, not receiving any	2	Q2
Refused whole income section	7	Q25
na	-8	Q2





4. ReglrPay            Ask all with full interview (except code 7 at Statbene)

                      SHOW CARD P

                      Now would you look at this card and tell me whether you are receiving  
any regular payments of the kinds listed on it?

                      Yes receiving benefits - code

at next question	1	Q4a
No, not receiving any	2	Q5
na	-8	Q5

a. ReglrPM            If code 1 at ReglrPay

                      SHOW CARD P. Record types of payment received CODE ALL THAT APPLY

Educational grant	1	Q4b
Regular payments from friends or relatives outside the household	2	Q4b
Rent from property or subletting	3	Q4b
Maintenance, alimony or separation allowance	4	Q4b
na	-8	Q4b

b. ReglrpAm            In total how much do you receive from these each month?

0.01.. 99999.97/na	Q5
--------------------	----

5. PyPeriod            If Employed and full interview (code 1 or 3 at TrnCHKA (employment)  
and code 1 at Selfemp and not coded 7 at Statbene)

                      How long a period does your wage/salary usually cover?

One week	1	Q6
Two weeks	2	Q6
Three weeks	3	Q6
Four weeks	4	Q6
Calendar month	5	Q6
Three months	6	Q6
Six months	7	Q6
One year	8	Q6
Other period	9	Q6
Family worker -no pay received	10	Q15
Refused all wage details	-8	Q11

6. TakeHome            If coded 1-9 at PyPeriod

                      How much is your usual take home pay per [period at PyPeriod] after  
all deductions?

0.00.. 99999.97/ref	Q8
DK	-8      Q7



7. TakHmEst	If DK at TakeHome		
	SHOW CARD S		
	Would you look at this card and estimate your usual take home pay per [period at PyPeriod] after all deductions?		
	1.. 30/na		Q8
8. PayeAM	If coded 1-9 at Pyperiod		
	How much is usually deducted for income tax and National Insurance per [period at PyPeriod]?		
	0.00 .. 99999.97/ref		Q9
	DK	-8	Q8a
a. PayeEst	If DK at PayeAm		
	SHOW CARD S		
	Would you look at this card and estimate how much is usually deducted for income tax and National Insurance?		
	1..30/na		Q9
9. GrossAm	If coded 1-9 Pyperiod		
	How much are your usual gross earnings per [period at PyPeriod] before any deductions?		
	0.01 .. 99999.97/ref		Q10
	DK	-8	Q9a
a. GrossEst	If DK at GrossAm		
	SHOW CARD S		
	Would you look at this card and estimate your usual gross earnings per [period at PyPeriod] before any deductions?		
	1 .. 30/na		Q10
10. PaySlip	INTERVIEWER - CODE WHETHER PAYSLIP WAS CONSULTED		
	Pay slip consulted	1	Q10a
	Pay slip not consulted	2	Q11
	na	-8	Q11
a. IntPySlp	If Code 1 at PaySlip		
	WAS PAY SLIP CONSULTED BY INTERVIEWER?		
	Yes	1	Q11
	No	2	Q11
	na	-8	Q11

11. PayBonus If coded 1-9 at Pyperiod or na at Pyperiod

In your present job, have you received an occasional addition to pay in the last 12 months that is since (DATE ONE YEAR AGO] such as a Christmas bonus or a quarterly bonus?

EXCLUDE SHARES AND VOUCHERS

Yes	1	Q11a
No	2	Q15
na	-8	Q15

a. HowBonus If code 1 at PayBonus

Was the bonus or commission paid....

RUNNING PROMPT

after tax was deducted (net)	1	Q11b
or before tax was deducted (gross)	2	Q11c
or some before and some after?	3	Q11b
DK	-8	Q11b
Ref	-8	Q12

b. NetBonus If coded 1 or 3 or DK at HowBonus

What was the total amount you received in the last 12 months after tax was deducted (ie net)?

0.001 ..99999.97/na  
if code 3 at HowBonus Q11c  
if code 1 or DK at HowBonus. Q12

c. GrsBonus If coded 2 or 3 at HowBonus

What was the total amount you received in the last 12 months before tax was deducted (ie gross)?

0.01..99999.97 see Q15

12. LongSelf If Self-employed less than 12months and full interview (code 2 at Selfemp & codes 1-4 at Jobtlme) and not coded 7 at Statbene

How long have you been self-employed?

ENTER MONTHS

1..11/na Q12a

a. GrsPrLTY

If Self-employed less than 12 months

How much did you earn before tax but after deductions of any expenses and wages since becoming self-employed?

IF NOTHING OR MADE A LOSS, ENTER ZERO.

0.00..999999.97/na

012b

### b. PrLTYest

If Self-employed less than 12 months

SHOW CARD S

Would you look at this card and estimate the amount that you expect to earn before tax but after deductions of any expenses and wages in the first full 12 months that you will have been self-employed, that is up to the end of (month) next?

1..30/na

012c

### c. SInsLTY

Do you pay a National Insurance contribution?

Yes

1

012d

No

2

015

na

-8

015

d.SIAmLTY

If code 1 at SinsLTY

How much National Insurance contribution have you paid in the ....  
months that you have been self-employed?

0.01...9999.97/na

**Q15**

### 13. GrsPrft

If Self-employed 12 months or more and full interview (code 2 at Selfemp and codes 5-8 at Jobtime) and not coded 7 at Statbene

How much did you earn in the last tax year before tax but after deduction of any expenses or wages?

IF NOTHING OR MADE A LOSS, ENTER ZERO.

0.00..999999.97/ref

**Q14**

DK

-8

Q13a

a. PrftEst

If DK at GrsPrft

SHOW CARD S

Would you look at this card and estimate the amount that you earned in the last tax year, before tax but after the deduction of any expenses or wages?

1..30/na

Q14

14. SENatIns	If Self-employed 12 months or more		
	Do you pay a National Insurance contribution?		
	Yes	1	Q14a
	No	2	Q15
	na	-8	Q15
a. SENatAm	If code 1 at SENatIns		
	How much National Insurance have you paid in the last 12 months (that is since...), relating to your self-employment?		
	0.01..9999.97/na		Q15
15. SecJob	Ask all with full Interview (except code 7 at Statbene and code 1 at Secndjob)		
	Do you earn any money (from a second job), from odd jobs or from work that you do from time to time (apart from your main job)?		
	PROMPT AS NECESSARY AND INCLUDE BABYSITTING, MAIL ORDER AGENT, POOLS AGENT, ETC.		
	Yes	1	Q16
	No	2	Q20
	na	-8	Q20
16. SjReg	If code 1 at Secjob2 or code 1 at SecndJob (Employment)		
	(You told me that you had a second job last week)		
	Is that a job you do?		
	regularly each week	1	Q17
	or from time to time	2	Q17
	or other	3	Q17
	na	-8	Q17
17.SjEmplee	In that job do you work as an employee or are you self-		
	employee	1	see Q18
	self-employed	2	Q19
	na	-8	Q19
18. SjNetAm	If code 1 at SjReg and code 1 at SjEmplee		
	In the last month, how much did you earn from your second/occasional job(s) after deductions for tax and National Insurance. (ie net)?		
	0.01.. 99999.97/na		Q18a
a. SjGrsAm	In the last month, how much did you earn from your second/occasional job(s) before deductions for tax and National Insurance (ie gross)?		
	0.01 .. 9999.97/na		Q20



a. AccTypM If code 1 at Accounts

SHOW CARD Q

Which of these types or accounts or Investments do you have?

CODE ALL THAT APPLY

Bank Account	1	Q22b
Building Society Account	2	Q22b
Post Office Savings Account	3	Q22b
National Savings Bonds	4	Q22b
National Savings Certificates	5	Q22b
TESSAS	6	Q22b
Government gilt-edged stock	7	Q22b
Bonds, debentures (exc. premium bonds)	8	Q22b
Dividends from shares	9	Q22b
Dividends from unit trusts	10	Q22b
Other	11	Q22b
na	-8	Q23

b. IntDiv For each investment (code 1-11 at AccTypM)

Have you received or been credited with any Interest or dividends on this investment/account in the last 12 months (that is since )?

Yes	1	Q22c
No	2	Q23
na	-8	Q23

c. IntDivNG If code 1 at IntDiv

Was the interest or dividend on this account/investment paid gross or net of Income tax?

Gross	1	Q22d
Net	2	Q22d
na	-8	Q22d

d. IntDivAm How much interest did you yourself receive or were you credited with in the last 12 months (that is since...)?

0.01 ... 99999.97/ref		Q23
DK	-8	Q22di

i. IntDvEst If DK at IntDivAm

INTERVIEWER - IF INFORMANT DOES NOT KNOW AMOUNT, SHOW CARD R AND ASK FOR AN ESTIMATE

1..10/na		Q23
----------	--	-----

23. OthRgPay Ask all with full interview (except Statbene code 7)

And finally, apart from anything you have already mentioned, are you receiving any regular payment from any other source in the Last 12 months (that is since...)?

SPECIFY DETAILS AT NEXT QUESTION  
EXCLUDE BENEFITS NO LONGER RECEIVED

Yes	1	Q23a
No	2	Q25
na	-8	Q25

a. OthRgPy If code 1 at OthRgPay

Specify details of other regular payments since...

Q23b

b. OthRgPAM How much have you received in the last 12 months?

0.01 ... 99999.97/na	....	Q25
----------------------	------	-----

24. NtIncEst If Proxy (code 2 at SchedTyp)

I would like now to ask you about the income of... Please could you look at this card and estimate the total net income, that is after deduction of tax, National Insurance and any expenses... brings Into the household in a year from all sources (benefits, employment, investments etc.)

ENTER CODE FROM CARD S

1...30

25. FollowUp Ask All

If we want to contact you again about any future survey, would it be all right if we called on you again?

Yes, it would be all right (UNCONDITIONAL)	1
No (UNCONDITIONAL)	2
Yes (WITH CONDITIONS/ QUALIFICATIONS)	3

Abbreviations  
na - no answer  
DK - Don't know  
ref - refusal

IN CONFIDENCE

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1994/95

GENERAL HOUSEHOLD SURVEY

WOMEN

S 514/1994/95

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ADD H'H PER

How to fill in the form

To answer a question either you ring a number by the side of the answer which applies to you or you write the answer in a box. There are notes at each question telling you what to do. To the right of your answer you will find a note "Answer Q"... which tells you which question number to go to next. See the example below.

If you have difficulty with any of the questions, please ask the interviewer for help.

EXAMPLE FOR ILLUSTRATION ONLY

When people get married nowadays, do you think they are most likely to get married in a church or in a register office?

If in a church of some kind, ring	1	Answer Q1
If in a register office, ring	2	Answer Q1
If in a church and register office, ring	3	Answer Q2
If don't know, ring	4	Answer Q1

If you are married please start at Q1.

If you are not married please start at Q3.

---

1. Thinking of your present marriage, did you get married with a religious ceremony of some kind, or at a register office, or are you simply living together as a couple?

If a religious ceremony of some kind, ring	1	Answer Q2
If register office, ring	2	Answer Q2
If religious ceremony and register office, ring	3	Answer Q2
If living together as a couple, ring	4	Answer Q3



2. To those married with a religious ceremony or at a register office

How many times have you been legally married?  
Enter the total number including your present  
marriage. ...

Answer Q7  
on page 4

3. To those currently living with someone as a couple but not legally married.

Enter the month and year you and your  
partner started living together as a couple. Month: ...  
Year:19...

Answer Q4  
Answer Q4

4.Has your partner ever been legally married?

If yes, ring 1  
If no, ring 2

Answer Q5  
Answer Q5

5. Have you yourself ever been legally married?

If yes, ring 1  
If no, ring 2

Answer Q6  
Answer Q15  
on page6

6. To those who have been legally married in the past.

How many times have you been legally married?  
Enter number of times ...

Answer Q7  
on page 4

7. TO THOSE WHO ARE, OR HAVE BEEN, LEGALLY MARRIED

The next questions concern your marriage history.

Please record the answer for your first/only marriage in column 1 then if you've had a  
second marriage record the answer in column 2 and so on until you have filled in a  
column for each marriage.

1  
FIRST/ONLY MARRIAGE

Enter the month and year  
of your marriage

Month:..  
Year 19...

8. Before getting married did you  
and your husband live together  
as a couple?

Ring  
Yes 1  
No 2

Answer Q9  
Answer Q10

9. Enter the month and year when  
you started living together

Month..  
Year 19...

Answer 10  
Answer 10

10. Had your husband been legally married before he married you?	Yes	Ring 1	Answer Q11
	No	2	Answer Q11

11. Are you still married or has your marriage ended in death, divorce or separation?	Still married	Ring 1	Answer Q15
	Death	2	Answer Q12
	Divorce	3	Answer Q13 and Q14
	Separation	4	Answer Q13

12.If your marriage ended in death:

Enter the month and year of your former husband's death	Month ... Year 19...	Go to next column if another marriage or Q15 if not
---	-------------------------	---

13. If your marriage ended in divorce or separation:

Enter the month and year when you stopped living together	Month ... Year 19...	Go to next column if another marriage or Q15 if not
---	-------------------------	---

14. If your marriage ended in divorce:

Enter the month and year your decree absolute was granted	Month Year 19...
---	---------------------

When you have completed a column for each marriage please answer Q15 on page 6.

2  
SECOND MARRIAGE

	Month... Year 19...	
	RING	
Yes	1	Answer Q9
No	2	Answer Q10
	Month... Year 19...	Answer Q10 Answer Q10
	RING	
Yes	1	Answer Q11
No	2	Answer Q11
	RING	
Still married	1	Answer Q15
Death	2	Answer Q12
Divorce	3	Answer Q13 and Q14
Separation	4	Answer Q13
	Month... Year 19...	Go to next column if another marriage or Q15 if not
	Month... Year 19...	
	Month... Year...	

3  
THIRD MARRIAGE

	Month...	
	Year 19...	
	RING	
Yes	1	Answer Q9
No	2	Answer Q10
	Month...	Answer Q10
	Year 19...	Answer Q10
	RING	
Yes	1	Answer Q11
No	2	Answer Q11
	RING	
Still married	1	Answer Q15
Death	2	Answer Q12
Divorce	3	Answer Q13
		and Q14
Separation	4	Answer Q13
	Month...	Go
	Year 19...	to
		next
	Month...	column if
	Year 19...	another
		marriage
	Month...	or Q15
	Year...	not

4  
FOURTH MARRIAGE

	Month...	
	Year 19...	
	RING	
Yes	1	Answer Q9
No	2	Answer Q10
	Month...	Answer Q10
	Year 19...	Answer Q10
	RING	
Yes	1	Answer Q11
No	2	Answer Q11
	RING	
Still married	1	Answer Q15
Death	2	Answer Q12
Divorce	3	Answer Q13
		and Q14
Separation	4	Answer Q13
	Month...	Go
	Year 19...	to
		next
	Month...	column if
	Year 19...	another
		marriage
	Month...	or Q15
	Year...	if not

15. Have you any step, foster, or adopted children of any age who live with you?

If yes, ring	1	Answer Q16
If no, ring	2	Answer Q17 on page 7

16. Please enter the details of your step/foster/adopted child(ren) below.

	1st child	2nd child	3rd child	4th child
Enter the child's first name	...	...	...	...
	<hr/>			
	Ring one number	Ring one number	Ring one number	Ring one number
He/she is:				
step	1	1	1	1
foster	2	2	2	2
adopted	3	3	3	3

How old is he/she?

		Ring one number	Ring one number	Ring one number	Ring one number
Child is:	Male	1	1	1	1
	Female	2	2	2	2

Date he/she began living with you:

Month	...	...	...	...
Year	19...	19...	19...	19...

Now answer Q17 on page 7.

17. Have you ever had a baby?

NOTE Even if you have had a baby who only lived for a short time, please ring 1 in the box. A stillborn baby should not be included. Please ring 2 if no liveborn baby.

Yes, have had a baby, ring	1	Answer Q18
No, have never had a baby	2	Answer Q20

18. To those who have had a baby

Enter the total number of children born to you, (but please do not include any stillborn babies)	...	Answer Q19
--	-----	------------

19. Please record the following details for each of the children you have given birth to starting with the oldest child.

		1st born child	2nd born child	3rd born child	4th born child	5th born child
Enter the child's first name		...	...	...	...	...
Date of birth:	Month Year	... 19...	... 19...	... 19...	... 19...	... 19...
		Ring	Ring	Ring	Ring	Ring
Sex:	Male Female	1 2	1 2	1 2	1 2	1 2
		Ring	Ring	Ring	Ring	Ring
Is he/she:						
living with you now		1	1	1	1	1
living somewhere else		2	2	2	2	2
or no longer alive?		3	3	3	3	3

Now answer Q20.

20.

If you are aged 50 or over, ring	1	Thank you. Please return the form.
If you are aged 16-49 and have ever given birth to a baby, ring	2	Answer Q21 on page 8
If you are aged 16-49 and have never had a baby, ring	2	Answer Q30 on page 10

21. To those who have had a baby

Are you pregnant now?

If yes, ring	1	Answer Q22
If no or unsure, ring	2	Answer Q26

22. To those who are pregnant

Do you think that you will have any more children, after the one you are expecting?

If yes, ring	1	Answer Q24
If probably yes, ring	2	Answer Q24
If probably no, ring	3	Thank you.
If no, ring	4	Please return the form.
If you don't know, ring	5	Answer Q23

23. If you do not know whether you will have more children

On the whole do you think that, after the child you are expecting, you will probably or probably not have any more children?

If probably yes, ring

1

Answer Q24

If probably not, ring

2

Thank you.

Please return  
the form.

24. How many children do you think you will have born to you in all, including the one you are expecting and those you have already who are still alive?

Enter total number of children

...

Answer Q25

25. How old do you think you will be when you have your next baby, after the one you are expecting?

Enter age you think you will be

...

Thank you.

Please return  
the form.

26. To those who are not pregnant

Do you think that you will have any more children at all?

If yes, ring

1

Answer Q28

If probably yes, ring

2

Answer Q28

If probably no, ring

3

Thank you.

If no, ring

4

Please return  
the form.

If you don't know, ring

5

Answer Q27

27 If you do not know whether you will have more children

On the whole do you think that you will probably or probably not have any more children?

If probably yes, ring

1

Answer Q28

If probably not, ring

2

Thank you.

Please return  
the form.

28. How many children do you think you will have born to you in all, including those you have already who are still alive?

Enter total number of children

...

Answer Q29

29. How old do you think you will be when you have your next baby?

Enter age you think you will be

...

Thank you.

Please return  
the form.

30. To those who have not had a liveborn baby

Are you pregnant now?

If yes, ring	1	Answer Q31
If no or unsure, ring	2	Answer Q35

31. To those who are pregnant

Do you think that you will have any more children, after the one you are expecting?

If yes, ring	1	Answer Q33
If probably yes, ring	2	Answer Q33
If probably no, ring	3	Thank you.
If no, ring	4	Please return the form.
If you don't know, ring	5	Answer Q32

32. If you do not know whether you will have more children

On the whole do you think that, after the child you are expecting, you will probably or probably not have any more children?

If probably yes, ring	1	Answer Q33
If probably not, ring	2	Thank you. Please return the form.

33. How many children do you think you will have born to you in all, including the one you are expecting?

Enter total number of children	...	Answer Q34
--------------------------------	-----	------------

34. How old do you think you will be when you have your next baby, after the one you are expecting?

Enter age you think you will be	...	Thank you. Please return the form.
---------------------------------	-----	---------------------------------------

35. To those who are not pregnant

Do you think that you will have any children at all?

If yes, ring	1	Answer Q37
If probably yes, ring	2	on page 11
If probably no, ring	3	Thank you.
If no, ring	4	Please return the form.
If you don't know, ring	5	Answer Q36 on page 11

36. If you do not know whether you wall have any children

On the whole do you think that you will probably or probably not have any children?

If probably yes, ring

1

Answer Q37

If probably not, ring

2

Thank you.  
Please return  
the form.

37. How many children do you think you will have born to you in all?

Enter total number of children

...

Answer Q38

38. How old do you think you will be when you have your first baby?

Enter age you think you will be

...

Thank you.  
please return  
the form.



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GENERAL HOUSEHOLD SURVEY

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How to fill in the form

To answer a question either you ring a number by the side of the answer which applies to you or you write the answer in a box. There are notes at each question telling you what to do. To the right of your answer you will find a note "Answer Q"... which tells you which question number to go to next. See the example below.

If you have difficulty with any of the questions, please ask the interviewer for help.

EXAMPLE FOR ILLUSTRATION ONLY

When people get married nowadays, do you think they are most likely to get married in a church or in a register office?

If in a church of some kind, ring	1	Answer Q1
If in a register office, ring	2	Answer Q1
If in a church and register office, ring	3	Answer Q2
If don't know, ring	4	Answer Q1

Please now go to Q1.

---

1. As you know, some couples live together without actually getting married either because they cannot for some reason or because they prefer not to.

Are you currently living with someone as a couple?

If yes, ring	1	Answer Q2
If no, ring	2	Answer Q4

on page 4

2. To those living with someone as a couple

Enter the month and year you and your	Month	Answer Q3
partner started living together as a couple	Year: 19...	Answer Q3

3. Has your partner ever been legally married?

If yes, ring	1	Answer Q4
If no, ring	2	on page 4

4. Have you any step, foster, or adopted children of any age who live with you?

If yes. ring	1	Answer Q5
If no, ring	2	Answer Q6 on page 5

5. Please enter the details of your step/foster/adopted child(ren) below.

	1st child	2nd child	3rd child	4th child
Enter the child's first name	...	...	...	...
<hr/>				
	Ring one number	Ring one number	Ring one number	Ring one number
He/she is:				
step	1	1	1	1
foster	2	2	2	2
adopted	3	3	3	3
How old is he/she?	...	...	...	...
	Ring one number	Ring one number	Ring one number	Ring one number
Child is: Male	1	1	1	1
Female	2	2	2	2
Date he/she began living with you:				
Month	...	...	...	...
Year	19...	19...	19...	19...

Now answer Q6 on page 5

6. As you know, some women become pregnant and have children without being married

Have you ever had a baby?

NOTE: Even if you have had a baby who only lived for a short time, please ring 1 in the box. A stillborn baby should not be included. Please ring 2 if no liveborn baby.

Yes, have had a baby, ring	1	Answer Q7
No, have never had a baby. ring	2	Answer Q8

7. To those who have had a baby

Enter the total number of children born to you, (but please do not include any stillborn babies) ... Answer Q8

8. Please record the following details for each of the children you have given birth to starting with the oldest child

		1st born child	2nd born child	3rd born child	4th born child	5th born child
Enter the child's first name		...	...	...	...	...
Date of birth:	Month Year	... 19...	... 19...	... 19...	... 19...	... 19...
		Ring	Ring	Ring	Ring	Ring
Sex:	Male Female	1 2	1 2	1 2	1 2	1 2
		Ring	Ring	Ring	Ring	Ring
Is he/she:						
living with you now		1	1	1	1	1
living somewhere else		2	2	2	2	2
or no longer alive?		3	3	3	3	3

Now answer Q9.

9.

If you are aged 50 or over, ring	1	Thank you. Please return the form.
If you are aged 16-49 and have ever given birth to a baby, ring	2	Answer Q10 on page 6
If you are aged 16-49 and have never had a baby, ring	2	Answer Q30 on page 8

10. To those who have had a baby  
Are you pregnant now?

If yes, ring	1	Answer Q11
If no or unsure, ring	2	Answer Q15

11. To those who are pregnant

Do you think that you will have any more children, after the one you are expecting?

If yes, ring	1	Answer Q13
If probably yes, ring	2	Answer Q13
If probably no, ring	3	Thank you.
If no, ring	4	Please return the form.
If you don't know, ring	5	Answer Q12

12. If you do not know whether you will have more children

On the whole do you think that, after the child you are expecting, you will probably or probably not have any more children?

If probably yes, ring	1	Answer Q13
If probably not, ring	2	Thank you. Please return the form.

13. How many children do you think you will have born to you in all, including the one you are expecting and those you have already who are still alive?

Enter total number or children	...	Answer Q14
--------------------------------	-----	------------

14. How old do you think you will be when you have your next baby, after the one you are expecting?

Enter age you think you will be	...	Thank you. Please return the form.
---------------------------------	-----	---------------------------------------

15. To those who are not pregnant

Do you think that you will have any more children at all?

If yes, ring	1	Answer Q17
If probably yes, ring	2	Answer Q17
If probably no, ring	3	Thank you.
If no. ring	4	Please return the form.
If you don't know, ring	5	Answer Q16

16. If you do not know whether you will have more children

On the whole do you think that you will probably or probably not have any more children?

If probably yes, ring	1	Answer Q17
If probably not, ring	2	Thank you. Please return the form.

17. How many children do you think you will have born to you in all, including those you have already who are still alive?

Enter total number of children	...	Answer Q18
--------------------------------	-----	------------

18. How old do you think you will be when you have your next baby?

Enter age you think you will be

...

Thank you.  
Please return  
the form.

19. To those who have not had a liveborn baby

Are you pregnant now?

If yes, ring

1

Answer Q20

If no or unsure, ring

2

Answer Q24

20. To those who are pregnant

Do you think that you will have any more children, after the one you are expecting?

If yes, ring

1

Answer Q22

If probably yes, ring

2

Answer Q22

If probably no, ring

3

Thank you.

If no, ring

4

Please return  
the form.

If you don't know, ring

5

Answer Q21

21. If you do not know whether you will have more children

On the whole do you think that, after the child you are expecting, you will probably or probably not have any more children?

If probably yes, ring

1

Answer Q22

If probably not, ring

2

Thank you.  
Please return  
the form.

22. How many children do you think you will have born to you in all, including the one you are expecting?

Enter total number of children

...

Answer Q23

23. How old do you think you will be when you have your next baby, after the one you are expecting?

Enter age you think you will be

...

Thank you.  
Please return  
the form.

24. To those who are not pregnant

Do you think that you will have any children at all?

If yes, ring

1

Answer Q26

If probably yes, ring

2

Answer Q26

If probably no, ring

3

Thank you.

If no, ring

4

Please return  
the form.

If you don't know, ring

5

Answer Q25

25.If you do not know whether you will have any children

On the whole do you think that you will probably or probably not have any children?

If probably yes, ring

1

Answer Q26

If probably not, ring

2

Thank you.  
Please return  
the form.

26. How many children do you think you will have born to you in all?

Enter total number of children

...

Answer Q27

27. How old do you think you will be when you have your first baby?

Enter age you think you will be

...

Thank you.  
Please return  
the form.

Social Survey Division, Office of Population Censuses and Surveys, St. Catherine's  
House, 10 Kingsway. London WC2B 6JP.

IN CONFIDENCE

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1994/95

GENERAL HOUSEHOLD SURVEY

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How to fill in the form

To answer a question either you ring a number by the side of the answer which applies to you or you write the answer in a box. There are notes at each question telling you what to do. To the right of your answer you will find a note "Answer Q"... which tells you which question number to go to next. See the example below.

If you have difficulty with any of the questions, please ask the interviewer for help.

EXAMPLE FOR ILLUSTRATION ONLY

When people get married nowadays, do you think they are most likely to get married in a church or in a register office?

If in a church of some kind, ring	1	Answer Q1
If in a register office, ring	2	Answer Q1
If in a church and register office, ring	3	Answer Q2
If don't know, ring	4	Answer Q1

Please now go to Q1.

---

1. Thinking of your (most recent) marriage, did you get married with a religious ceremony of some kind, or at a register office, or are you simply living together as a couple?

If a religious ceremony of some kind, ring	1	Answer Q2
If register office, ring	2	Answer Q2
If religious ceremony and register office, ring	3	Answer Q2
If living together as a couple, ring	4	Answer Q3

2. To those married with a religious ceremony or at a register office

How many times have you been legally married?

Enter the total number of times

...

Answer Q5  
on page 4

3. To those who were living with someone as a couple but not legally married.

Have you ever been legally married?

If yes, ring

1

Answer Q4

If no, ring

2

Answer Q13  
on page 6

4. To those who have been legally married in the past.

How many times have you been legally married?

Enter number of times

...

Answer Q5  
on page 4

5. TO THOSE WHO ARE, OR HAVE BEEN, LEGALLY MARRIED

The next questions concern your marriage history.

Please record the answer for your first/only marriage in column 1 then if you've had a second marriage record the answer in column 2 and so on until you have filled in a column for each marriage.

1

FIRST/ONLY MARRIAGE

Enter the month and year  
of your marriage

Month...

Year 19...

6. Before getting married did you  
and your husband live together  
as a couple?

Yes

No

Ring

1

2

Answer Q7

Answer Q8

7. Enter the month and year when  
you started living together

Month...

Year 19...

Answer Q8

Answer Q8

8. Had your husband been legally  
married before he married  
you?

Yes

No

Ring

1

2

Answer Q9

Answer Q9

9. Are you still married or has  
your marriage ended in death,  
divorce or separation?

Death

Divorce

Separation

Ring

2

3

4

Answer Q10

Answer Q11  
and Q12

Answer Q11



10.If your marriage ended in death:

Enter the month and year  
of your former husband's death

Month...  
Year 19...

Go  
to  
next  
column  
if  
another  
marriage  
or  
Q13  
if not

11. If your marriage ended in  
divorce or separation:

Enter the month and year when  
you stopped living together

Month...  
Year 19...

12. If your marriage ended in  
divorce:

Enter the month and year your  
decree absolute was granted

Month...  
Year 19...

When you have completed a column for each marriage please answer Q13 on page 6.

2

## SECOND MARRIAGE

Month...  
Year 19...

	RING	
Yes	1	Answer Q7
No	2	Answer Q8

Month...  
Year 19...  
Answer Q8  
Answer Q8

	RING	
Yes	1	Answer Q9
No	2	Answer Q9

	RING	
Death	2	Answer Q10
Divorce	3	Answer Q11 and Q12
Separation	4	Answer Q11

Month...  
Year 19...  
Go  
to  
next  
column if  
another  
marriage  
or Q13  
if not

Month...  
Year 19...  
Month...  
Year...  
Month...  
Year...

3  
THIRD MARRIAGE

	Month...	
	Year 19...	
	RING	
Yes	1	Answer Q7
No	2	Answer Q8
	Month...	Answer Q8
	Year 19...	Answer Q8
	RING	
Yes	1	Answer Q9
No	2	Answer Q9
	RING	
Death	2	Answer Q10
Divorce	3	Answer Q11 and Q12
Separation	4	Answer Q11
	Month...	Go
	Year 19...	to
	Month...	next
	Year 19...	column if
	Month...	another
	Year...	marriage
		or Q13
		if not

4  
FOURTH MARRIAGE

	Month...	
	Year 19...	
	RING	
Yes	1	Answer Q7
No	2	Answer Q8
	Month...	Answer Q8
	Year 19...	Answer Q8
	RING	
Yes	1	Answer Q9
No	2	Answer Q9
	RING	
Death	2	Answer Q10
Divorce	3	Answer Q11 and Q12
Separation	4	Answer Q11
	Month...	Go
	Year 19...	to
	Month...	next
	Year 19...	column if
	Month...	another
	Year...	marriage
		or Q13
		if not

13. As you know, some couples live together without actually getting married either because they cannot for some reason or because they prefer not to.

Are you currently living with someone as a couple?

If yes, ring	1	Answer Q14
If no, ring	2	Answer Q16 on page 7

14. To those currently living with someone as a couple but not legally married

Enter the month and year you and your	Month	Answer Q15
partner started living together as a couple	Year: 19...	Answer Q15

15. Has your partner ever been legally married?

If yes, ring	1	Answer Q16
If no, ring	2	on page 7

16. Have you any step, foster, or adopted children of any age who live with you?

If yes. ring	1	Answer Q17
If no, ring	2	Answer Q18

17. Please enter the details of your step/foster/adopted child(ren) below.

		1st child	2nd child	3rd child	4th child
Enter the child's first name		...	...	...	...
<hr/>					
		Ring one number	Ring one number	Ring one number	Ring one number
He/she is:	step	1	1	1	1
	foster	2	2	2	2
	adopted	3	3	3	3
How old is he/she?		...	...	...	...
		Ring one number	Ring one number	Ring one number	Ring one number
Child is:	Male	1	1	1	1
	Female	2	2	2	2

Date he/she began living with you:

Month	...	...	...	...
Year	19...	19...	19...	19...

Now answer Q18.

18. Have you ever had a baby?

NOTE: Even if you have had a baby who only lived for a short time, please ring 1 in the box. A stillborn baby should not be included. Please ring 2 if no liveborn baby.

Yes, have had a baby, ring	1	Answer Q19
No, have never had a baby. ring	2	Answer Q21

19. To those who have had a baby

Enter the total number of children born to you, (but please do not include any stillborn babies)

...	Answer Q20
-----	------------

20. Please record the following details for each of the children you have given birth to starting with the oldest child:

		1st born child	2nd born child	3rd born child	4th born child	5th born child
Enter the child's first name		...	...	...	...	...
Date of birth:	Month	...	...	...	...	...
	Year	19...	19...	19...	19...	19...
		Ring	Ring	Ring	Ring	Ring
Sex:	Male	1	1	1	1	1
	Female	2	2	2	2	2
		Ring	Ring	Ring	Ring	Ring
Is he/she:						
living with you now		1	1	1	1	1
living somewhere else		2	2	2	2	2
or no longer alive?		3	3	3	3	3

Now answer Q21.

21.

If you are aged 50 or over, ring	1	Thank you. Please return the form.
If you are aged 16-49 and have ever given birth to a baby, ring	2	Answer Q22 on page 9
If you are aged 16-49 and have never had a baby, ring	2	Answer Q31 on page 11

22. To those who have had a baby

Are you pregnant now?

If yes, ring	1	Answer Q23
If no or unsure, ring	2	Answer Q27

23. To those who are pregnant

Do you think that you will have any more children, after the one you are expecting?

If yes, ring	1	Answer Q25
If probably yes, ring	2	Answer Q25
If probably no, ring	3	Thank you.
If no, ring	4	Please return the form.
If you don't know, ring	5	Answer Q24

24. If you do not know whether you will have more children

On the whole do you think that, after the child you are expecting, you will probably or probably not have any more children?

If probably yes, ring	1	Answer Q25
If probably not, ring	2	Thank you. Please return the form.

25. How many children do you think you will have born to you in all, including the one you are expecting and those you have already who are still alive?

Enter total number of children	...	Answer Q26
--------------------------------	-----	------------

26. How old do you think you will be when you have your next baby, after the one you are expecting?

Enter age you think you will be	...	Thank you. Please return the form.
---------------------------------	-----	---------------------------------------

27. To those who are not pregnant

Do you think that you will have any more children at all?

If yes, ring	1	Answer Q29
If probably yes, ring	2	Answer Q29
If probably no, ring	3	Thank you.
If no, ring	4	Please return the form.
If you don't know, ring	5	Answer Q28

28. If you do not know whether you will have more children

On the whole do you think that you will probably or probably not have any more children?

If probably yes, ring	1	Answer Q29
If probably not, ring	2	Thank you. Please return the form.

29. How many children do you think you will have born to you in all, including those you have already who are still alive?

Enter total number of children	...	Answer Q30
--------------------------------	-----	------------

30. How old do you think you will be when you have your next baby?

Enter age you think you will be	...	Thank you. Please return the form.
---------------------------------	-----	--

31. To those who have not had a liveborn baby

Are you pregnant now?

If yes, ring	1	Answer Q32
If no or unsure, ring	2	Answer Q36

32. To those who are pregnant

Do you think that you will have any more children, after the one you are expecting?

If yes, ring	1	Answer Q34
If probably yes, ring	2	Answer Q34
If probably no, ring	3	Thank you.
If no, ring	4	Please return the form.
If you don't know, ring	5	Answer Q33

33. If you do not know whether you will have more children

On the whole do you think that, after the child you are expecting, you will probably or probably not have any more children?

If probably yes, ring	1	Answer Q34
If probably not, ring	2	Thank you. Please return the form.

34. How many children do you think you will have born to you in all, including the one you are expecting?

Enter total number of children	...	Answer Q35
--------------------------------	-----	------------

35. How old do you think you will be when you have your next baby, after the one you are expecting?

Enter age you think you will be

...

Thank you.  
Please return  
the form.

36. To those who are not pregnant

Do you think that you will have any children at all?

If yes, ring

1

Answer Q38

If probably yes, ring

2

Answer Q38

If probably no, ring

3

Thank you.

If no, ring

4

Please return  
the form.

If you don't know, ring

5

Answer Q37

37. If you do not know whether you will have any children

On the whole do you think that you will probably or probably not have any children?

If probably yes, ring

1

Answer Q38

If probably not, ring

2

Thank you.  
Please return  
the form.

38. How many children do you think you will have born to you in all?

Enter total number of children

...

Answer Q39

39. How old do you think you will be when you have your first baby?

Enter age you think you will be.

...

Thank you.  
Please return  
the form.